

Meeting	CABINET
Time/Day/Date	5.00 pm on Tuesday, 18 November 2014
Location	Board Room, Council Offices, Coalville
Officer to contact	Democratic Services (01530 454512)

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

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

AGENDA

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Circulation:

R D Bayliss
R Blunt (Chairman)
T Gillard
T J Pendleton
N J Rushton
A V Smith MBE

MINUTES of a meeting of the CABINET held in the Board Room, Council Offices, Coalville on TUESDAY, 21 OCTOBER 2014

Present: Councillor R Blunt (Chairman)

Councillors R D Bayliss, T Gillard, T J Pendleton and A V Smith MBE

In Attendance: Councillors D De Lacy, D Everitt, J Geary, R Johnson, J Legrys and S Sheahan

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

48. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor N J Rushton.

49. DECLARATION OF INTERESTS

Councillors R Blunt and T J Pendleton declared a disclosable non-pecuniary interest in item 5 – Superfast Broadband as Members of Leicestershire County Council.

50. PUBLIC QUESTION AND ANSWER SESSION

There were no public questions received.

51. MINUTES

Consideration was given to the minutes of the meeting held on 23 September 2014.

It was moved by Councillor R Blunt, seconded by Councillor T J Pendleton and

RESOLVED THAT:

The minutes of the meeting held on 23 September 2014 be approved and signed by the Chairman as a correct record.

Reason for decision: To comply with the Constitution.

52. SUPERFAST BROADBAND

The Business Portfolio Holder presented the report to Members.

He advised Members that the Government had revised its objective of ensuring that 90% of UK premises had access to superfast broadband by 2015, supported by investment of £0.5 billion, to 95% coverage by 2017, supported by a further £250 million of investment. He highlighted that in June 2013, Cabinet had approved an investment of £54,000 to support 577 additional properties and now Leicestershire County Council was seeking a further investment of £214,000 from the authority to assist with the extension of the project. He added that the £214,000 was the absolute maximum funding the District Council would be able to provide.

Councillor A V Smith stated that being able to connect to superfast broadband was on the criteria for many house buyers.

Councillor T J Pendleton stated that superfast broadband would help the district's green credentials as it would enable more people to work and access services from home.

It was moved by Councillor T Gillard, seconded by Councillor A V Smith and

RESOLVED THAT:

- 1) Cabinet notes the work undertaken to date in relation to the county-wide superfast broadband programme
- 2) Cabinet agrees to make a further investment of £214,000 in the county-wide broadband – superfast extension programme
- 3) Cabinet delegates authority to the Chief Executive in consultation with the Portfolio Holder to commit further investment from the Value for Money reserve and to conclude and sign the collaboration agreement on behalf of the Council

Reason for decision: The proposed commitments exceed the thresholds in the Scheme of Delegation and so delegated authority is requested to facilitate any further investment in the programme.

53. REDEVELOPMENT OF COALVILLE STRATEGIC SITE - THE PICK AND SHOVEL PUBLIC HOUSE

The Housing Portfolio Holder presented the report to Members.

He advised Members that this was a good news story that the authority had been waiting for. He informed Members that the proposal would be to demolish the existing building and replace it with a new building containing 14 flats. He added that the investment of up to £500,000 would kick start the development and enable it to go ahead. He also drew attention to the other contribution of £500,000 that the Council had made to local housing associations, which had helped lever in additional investment towards providing 263 homes across the district.

Councillor R Blunt stated that in approving the funding it would assist the Council in hitting three of its targets, those being improvements to the visual impact of the town centre, lowering the housing waiting list and good design.

Councillor A V Smith stated that the proposal would make a huge difference to the crossroads.

It was moved by Councillor R D Bayliss, seconded by Councillor R Blunt and

RESOLVED THAT:

Cabinet:

- 1) Notes the affordable housing contributions made to Waterloo Housing Group, Nottingham Community Housing Association and emh homes; and
- 2) Agrees to provide up to £500,000 to emh homes to support the redevelopment of the Pick and Shovel Public House, Coalville from money provisionally allocated to affordable housing schemes at Cabinet's meeting on 29 July 2014
- 3) Delegates to the Director of Housing authority to negotiate and sign a grant agreement with emh homes in consultation with the Portfolio Holder

Reason for decision: To formally provide one-off funding, allocated to supporting affordable housing by Cabinet on 29 July 2014, to emh homes to support affordable housing delivery on a strategic gateway site to Coalville town centre.

54. MEMORANDUM OF UNDERSTANDING RELATING TO OBJECTIVELY ASSESSED NEED FOR HOUSING

The Regeneration and Planning Portfolio Holder presented the report to Members.

He advised Members that the memorandum had been drafted and agreed by all the Leicestershire authorities, the County Council and the LLEP and that the SHMA was required to enable the Council to produce a sound local plan. He paid tribute to the Chief Executive, the Director of Services and all officers that had put in the hard work to get the authority to where it was now. He informed Members that all authorities were now in the process of taking the memorandum through their governance processes.

The Director of Services drew Members' attention to the additional information that had been circulated prior to the meeting. He advised them that the email questioned the SHMA on the grounds of economic growth and that the District Council's response was that the G L Hearn work was still the most up to date and robust document.

Councillor R Blunt stated that in signing the memorandum it would strengthen Charnwood's Local Plan assessment and in turn other authorities should fall into place.

It was moved by Councillor T J Pendleton, seconded by Councillor R D Bayliss and

RESOLVED THAT:

Cabinet recommends to Full Council that the signing of the Leicester and Leicestershire Housing Market Area MOU relating to the objectively assessed need for housing be delegated to the Chief Executive /Director of Services in consultation with the Portfolio Holder

Reason for decision: In developing their Local Plans, authorities must demonstrate the Duty to Co-operate ((Localism Act 2011) and to demonstrate how the District Council is working with other local planning authorities in the Housing Market Area in accordance with the requirements of the Duty to Cooperate.

55. REFUSE AND RECYCLING COLLECTIONS POLICY

The Community Services Portfolio Holder presented the report to Members.

She reminded Members that the policy was adopted a year ago and that now some minor changes were required. She highlighted that Cabinet was being asked to delegate future minor amendments to the Director of Services in consultation with the Portfolio Holder.

It was moved by Councillor A V Smith, seconded by Councillor T J Pendleton and

RESOLVED THAT:

Cabinet:

- 1) Approves the amendments to the existing Refuse and Recycling Collections Policy; and
- 2) Delegates authority to the Director of Services in consultation with the Portfolio Holder to make amendments to the policy.

Reason for decision: To provide officers with a clear policy framework for the operation of the Refuse and Recycling collection service.

56. SMALL COMMUNITY GRANTS

The Community Services Portfolio Holder presented the report to Members.

She thanked Councillor D J Stevenson and all the Members of the Grants Review Working Party for all their hard work over the years. She advised Members that the approved budget for the year would be £12,300 and that it was now proposed to increase the maximum amount per grant to £500 however all grant requests needed to demonstrate 50% match funding. She informed Members that former grant recipients had fed back that the process needed to be faster and therefore it was recommended to delegate authority to ensure grants were awarded sooner.

Councillor R Blunt asked if the Members of the Working Party were comfortable with the recommendations.

Councillor A V Smith stated that the proposals had been on the cards for some time and that it was regretful, but it would offer the community a better service.

Councillor R Blunt expressed that the match funding was a good idea and that he hoped that it worked.

It was moved by Councillor A V Smith, seconded by Councillor T J Pendleton and

RESOLVED THAT:

Cabinet:

- 1) Implements the new Small Community Grants Scheme;
- 2) Concludes the Grants Review Working Party; and
- 3) Delegates authority to the Director of Services in conjunction with the Portfolio Holder to award small community grants

Reason for decision: To ensure an effective and efficient small grant fund for community bodies following application.

57. EXCLUSION OF PRESS AND PUBLIC

By affirmation of the meeting it was

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.

Reason for decision: To enable the consideration of exempt information.

58. EXEMPTION TO THE COUNCIL'S CONTRACT PROCEDURE RULES - WEB HOSTED CHOICE BASED LETTINGS SYSTEM

The Housing Portfolio Holder presented the report to Members.

It was moved by Councillor R D Bayliss, seconded by Councillor T J Pendleton and

RESOLVED THAT:

Cabinet notes the grant of an exemption to the Council's Contract Procedure Rule 5.11 to allow the direct award of a contract for a web hosted Choice Based Lettings system to the incumbent supplier

Reason for decision: The CPR require that the exercise of the Statutory Officers' discretion to grant exemptions is reported to Cabinet.

The meeting commenced at 5.00 pm

The Chairman closed the meeting at 5.24 pm

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL**CABINET – 18 NOVEMBER 2014**

Title of report	LOCAL PLAN - REPRESENTATIONS MADE IN RESPONSE TO REGULATION 18 CONSULTATION
Key Decision	a) Financial No b) Community No
Contacts	Councillor Trevor Pendleton 01509 569746 trevor.pendleton@nwleicestershire.gov.uk Director of Services 01530 454555 steve.bambrick@nwleicestershire.gov.uk Head of Regeneration and Planning 01530 454782 jim.newton@nwleicestershire.gov.uk
Purpose of report	To update members on the representations in response to the Regulation 18 public consultation.
Reason for Decision	To ensure that the Cabinet is aware of the outcome of the Regulation 18 Consultation.
Council Priorities	Not applicable
Implications: Financial/Staff Link to relevant CAT Risk Management Equalities Impact Screening Human Rights	None Not applicable The need to undertake consultation as part of the preparation of the Local Plan is required under Regulations pursuant to The Town and Country Planning (Local Planning) (England) Regulations 2012 The consultation undertaken sought to bring the preparation of the Local Plan to as wide an audience as possible to ensure that those with an interest in the Local Plan have an opportunity to comment and so minimise the risk of challenge later on in the process of preparing the Local Plan. None No discernible impact

Transformational Government	Not applicable
Comments of Head of Paid Service	The Report is Satisfactory
Comments of Section 151 Officer	The Report is Satisfactory
Comments of Deputy Monitoring Officer	The Report is Satisfactory
Consultees	A 12 week consultation period has taken place with local residents, businesses, developers, landowners and statutory consultees.
Background papers	National Planning Policy Framework (NPPF): https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/60777/2116950.pdf Town and Country Planning (Local Planning) (England) Regulations 2012: http://www.legislation.gov.uk/uksi/2012/767/made
Recommendation	THAT CABINET: 1 NOTES THE REPRESENTATIONS MADE IN RESPONSE TO THE LOCAL PLAN REGULATION 18 CONSULTATION AND THE COUNCIL RESPONSE SET OUT WITHIN APPENDIX B, AS ATTACHED

1.0 BACKGROUND

1.1 The District Council is keen to make sure the new Local Plan reflects the wishes of the wider community, as well as those policy requirements contained within the National Planning Policy Framework (NPPF). To help ensure that the Local Plan is representative of the views of all of North West Leicestershire's residents and businesses and to meet the statutory requirements necessary in the preparation of a Local Plan, a Regulation 18 consultation was undertaken between the 20 June and the 19 September 2014.

1.2 The Regulation 18 consultation is the first stage of the statutory process in preparing the Local Plan and provides a scoping phase to the process. The Town and Country Planning (local planning) Regulations 2012 states that:-

18. (1) *A local planning authority must—*

(a) notify each of the bodies or persons specified in paragraph (2) of the subject of a local plan which the local planning authority propose to prepare, and

(b) invite each of them to make representations to the local planning authority about what a local plan with that subject ought to contain.

(2) The bodies or persons referred to in paragraph (1) are—

(a) such of the specific consultation bodies as the local planning authority consider may have an interest in the subject of the proposed local plan;

(b) such of the general consultation bodies as the local planning authority consider appropriate; and

(c) such residents or other persons carrying on business in the local planning authority's area from which the local planning authority consider it appropriate to invite representations.

(3) In preparing the local plan, the local planning authority must take into account any representation made to them in response to invitations under paragraph (1).

1.3 In accordance with the legislation, the District Council has notified the key stakeholders of its intention to prepare the North West Leicestershire Local Plan, and invited them to consider what the new Local Plan ought to contain. These stakeholders include the members of the public and businesses on the authority's consultation database; developers and landowners; neighbouring and or housing market area authorities and parish and town councils; a range of agencies with an interest in the Local Plan such as the Environment Agency, Natural England and English Heritage.

1.4 The consultation was also promoted as widely as possible via the Council's website, social media and through the distribution of leaflets and posters via the Community Focus Team.

1.5 Officers also attended the following three events to promote the local plan

- Heart of the Forest Festival (Measham- Leisure Centre grounds) 21 June 2014
- Picnic in the Park (Coalville- Coalville Park) 29 June 2014
- Music in the Park (Castle Donington- Spital Park) Sunday 6 July 2014

1.6 Through these methods of engagement the District Council has sought representations from a wide range of stakeholders, to ensure that as far as possible the contents of the Local Plan reflect the needs priorities and aspirations of residents, businesses and wider stakeholders. Appendix A sets out the consultation document and draft local plan structure that was approved by the Local Plan Advisory Committee (LPAC) on the 18 March 2014 to gain stakeholders views, on what topics ought to be included in the new Local Plan.

2.0 REGULATION 18 REPRESENTATIONS

2.1 In response to the Regulation 18 consultation there were 77 representations received from members of the public, parish councils, developers and landowners, and statutory

bodies. A summary of the representations received is set out in Appendix B. The following list identifies topics that consultees would like to see included within the local plan.

- Renewable Energy and Low Carbon Technologies
- Heritage
- Telecommunications
- Tourism
- Health and well-being of the community to include access to sports and recreational facilities
- Social and Community facilities
- Economic policies to include East Midlands Airport
- Housing mix- to include the provision for the elderly
- The delivery of affordable housing
- Infrastructure delivery
- Environment policies to include landscape character, geodiversity and the protection of air, water and soil resources.

2.2 The two most significant omissions highlighted in the consultation relate to renewable energy and heritage issues.

2.3 In relation to renewable energy and low carbon technologies the NPPF states at :

Paragraph 94: Local planning authorities should adopt proactive strategies to mitigate and adapt to climate change,¹ taking full account of flood risk, coastal change and water supply and demand considerations.

and at

Paragraph 97: To help increase the use and supply of renewable and low carbon energy, local planning authorities should recognise the responsibility on all communities to contribute to energy generation from renewable or low carbon sources. They should:

- *Have a positive strategy to promote energy from renewable or low carbon sources;*
- *Design their policies to maximise renewable and low carbon energy development whilst ensuring that adverse impacts are addressed satisfactorily, including cumulative landscape and visual impacts;*
- *Consider identifying suitable areas for renewable and low carbon energy sources, and supporting suitable areas for renewable and low carbon energy sources, and supporting infrastructure, where this would help secure the development of such sources;*
- *Support community-led initiatives for renewable and low carbon energy, including development outside such areas being taken forward through neighbourhood planning; and*
- *Identify opportunities where development can draw its energy supply from decentralised, renewable or low carbon energy supply systems and for co-locating potential heat customers and suppliers.*

2.4 In order for the local plan to be in accordance with national policy, it is therefore proposed that the local plan should include renewable and low carbon technology policies. This will also potentially reduce the risk of objection at examination.

2.5 A number of responses including English Heritage have requested that a section on heritage should be included in the new local plan. Paragraph 126 of the NPPF states:

Local planning authorities should set out in their Local Plan a positive strategy for the conservation and enjoyment of the historic environment, including heritage assets most at risk through neglect, decay or other threats. In doing so, they should recognise the heritage assets are an irreplaceable resource and conserve them in a manner appropriate to their significance. In developing this strategy, local planning authorities should take into account:

- *The desirability of sustaining and enhancing the significance of heritage assets and putting them to viable uses consistent with their conservation;*
- *The wider social, cultural, economic and environmental benefits that conservation of the historic environment can bring;*
- *The desirability of new development making a positive contribution to local character and distinctiveness; and*
- *Opportunities to draw on the contribution made by the historic environment to the character of a place.*

2.6 It is therefore proposed that the District Council works closely with English Heritage to reach agreement as to the level of detail that will be included within the Local Plan without duplicating the policies that are included within the NPPF. The local plan will need to make reference to heritage in order to be in accordance with national policy and to reduce the risk of objection at examination.

¹ In line with the objectives and provisions of the Climate Change Act 2008

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STRATEGY POLICIES	
Presumption in favour of sustainable development	General policy favoured by Planning Inspectorate
Development Strategy	Establish settlement hierarchy Amount of housing and employment for district Distribution of new housing and employment development Approach to development in the countryside including rural diversification
Infrastructure and delivery	General approach to seeking developer contributions via S106 Approach to Community Infrastructure Levy How the Council will assist with bringing forward appropriate development Viability issues
HOUSING POLICIES	
Housing allocations	List of sites allocated for housing development
Housing mix on new developments	May depend upon outcome of SHMA
Affordable housing	Thresholds/targets/Off site V on site
Rural exceptions sites	
Provision for gypsies, travellers and travelling showpeople	Amount of provision required Criteria to assess possible sites (allocations left to separate document)
Rural workers dwellings	To include existing dwellings where proposals to remove conditions restricting occupancy
ECONOMIC POLICIES	
Approach to development in employment areas	What uses will be suitable
Employment allocations	List of sites allocated for employment development
Protection of services and facilities	Link to assets of community value
Town centres	
ENVIRONMENT POLICIES	
Biodiversity	
Green Infrastructure including open space	
National Forest	
Charnwood Forest	
TRANSPORT	
Safeguarding potential transport routes	National Forest line and Ashby Canal, HS2
EAST MIDLANDS AIRPORT	
General approach	
Public Safety Zone	
Airport safeguarding	
DESIGN AND DEVELOPMENT	
Achieving high quality design	To include reference to density considerations
Achieving a high standard of amenity	To include reference to pollution type issues
Landscaping as part of new development	
PLACE BASED POLICIES	
	Suggested that could have 3 planning areas; Coalville (including Ibstock), Ashby (including Measham and Moira) and Castle Donington (including Kegworth)
COALVILLE AREA	
Housing allocations and requirements	

Appendix A

Employment allocations and requirements	
Town Centre policies (Including Ibstock and other settlements as appropriate)	Primary and secondary frontages Regeneration initiatives Retail allocations as required
Green Wedge/Area of Separation	
ASHBY AREA	
Housing allocations and requirements	
Employment allocations and requirements	
Town Centre policies (including Measham and other settlements as appropriate)	Primary and secondary frontages Takeaways Retail allocations as required
River Mease	
CASTLE DONINGTON AREA	
Housing allocations and requirements	
Employment allocations and requirements	
Town Centre policies (including Kegworth and other settlements as appropriate)	Primary and secondary frontages Takeaways Retail allocations as required

Regulation 18 Community Consultation Summary of Responses – Draft

Introduction

North West Leicestershire District Council has begun work on preparing a new Local Plan for the District. In accordance with the Town and Country Planning (local planning) Regulation 18 (2012), the district council invited stakeholders from the 20th June to the 19th September 2014 to comment on what the local plan ought to contain.

A total of 77 responses were received. The key topics that stakeholders felt were missing from the possible contents of the Local Plan are:

- Renewable Energy and Low Carbon Technologies
- Heritage
- Telecommunications
- Tourism
- Health and well-being of the community to include access to sports and recreational facilities
- Social and Community facilities
- Economic policies to include East Midlands Airport
- Housing mix- to include the provision for the elderly and the delivery of affordable housing
- Infrastructure delivery
- Environment policies to include landscape character, geodiversity and the protection of air, water and soil resources.

The remainder of the document sets out a summary of the responses received and the District Councils responses to each of the representations.

Name	Form Reference	Agree with our list of issues	Summary of Representation on Missing or Excluded Information	Summary of Council Representation
Abbott, Tim	LP14971	No	<p>No reference to the 'historic environment'. English Heritage advises on how local plans should approach this issue as part of the wider package of policies, rather than as a standalone issue. They should 'set out a positive and clear strategy for the conservation and enjoyment of the historic environment'.</p> <p>The District is rich in heritage assets, particularly in its industrial and transport past. Not all of these sites will be picked up by the prospective Neighbourhood Plans. These assets are of importance to tourism as well as to local residents.</p> <p>The protection of the National Forest Line is fine but there needs to be some pressure brought to bear on this! The Structure Plan's Transport Choice Corridor was a prerequisite to the allocation of housing in Ashby and Coalville.</p>	The District Council acknowledges that there will be a need for the Local Plan to make reference to the Districts heritage.
Allsop, Freda & Malcom		No	<p>We wish you to exclude Greenhill Farm for housing land in the Local Plan. This land should not be considered for housing development in the foreseeable future, based on the following factors.</p> <ol style="list-style-type: none"> a) The land is an area of particularly attractive countryside. b) It is outside the eastern boundary of the built up area. c) The land is on steeply rising ground and whatever attenuation might be proposed there would be a significant risk of flooding from water runoff, not only in the immediate vicinity of Vercor Close and Drome Close, but also further downstream at Abbotts Oak Drive d) It is more than a mile from the nearest shops at the junction of Meadow Lane and Blackwood. This would simply add to traffic congestion. e) Following the granting of planning approval for the David Wilson development at Agar Nook Lane, traffic volumes at the top of Greenhill Road will exceed capacity at its junction with Warren Hills Road. Any further development would obviously significantly exacerbate this situation. f) The building of a development encircling the existing farmhouse would be visually bizarre. g) Following the publication of the Leicestershire SHMA earlier this year which proposes a range of 5700 -7000 dwellings between 2011 and 	Noted.

			2031, it is obvious that there is no need to include marginal or controversial sites to meet the District's housing targets. h) The housing development cannot be considered to be sustainable.	
Appleby Magna Parish Council		No	Appleby Magna Parish Council members would like, as part of the Local Plan, to include the existing Village Design Statement for Appleby Magna.	The new local plan will include design policies to be used by officers and members when determining planning applications.
Ashmore, David	LP11910	Yes	Can't think of anything but if housing is to be developed then imperative that infrastructure developed to cope with additional demands on roads local amenities and health care.	Noted.
Ball , Mr & Mrs J		No	Our request is that the specific area of land classed as 'land at Greenhill Farm, off Greenhill Road, Coalville' be protected against any future development plans of NWLDC, for the below mentioned specific reasons: This specific area of land is classed as National Forest / Charnwood Forest, and is particularly beautiful countryside. As a major housing development has already recently been approved by NWLDC, for the opposite side of the road to the 'Greenhill Farm' area of land, we have concerns reference to the existing highways infrastructure, and would subsequently not welcome any additional possible development, resulting in an increase in traffic. Continued concerns of previous flooding, and the increased risk of further flooding, to the housing estates directly next to the 'Greenhill Farm' area of land. Concerns for existing wildlife within this specific area.	Noted.
Bareford, Helen	LP15024	Yes		
Bartram, Brian	LP14830	Yes		
Bates, Elaine	LP11481	Yes		
Bigby, David	LP12806	No	General - Support of neighbourhood plans <u>Housing</u> - preference for brown field sites <u>Transport</u> - Protecting potential transport routes - Completion of Coalville Bypass to Bardon roundabout. <u>Transport</u> - Protecting potential transport routes - National Forest line "and potential station sites" <u>Design and development</u> - designation of and policies for design within conservation areas <u>Ashby Area</u> - Protection of Bath Grounds from non recreational development (designation as playing fields)	Noted

			<p><u>Environmental policies</u> - protection of flood plains from inappropriate development</p> <p><u>Town Centre Policies</u> - Betting shops</p> <p><u>Town Centre Policies</u> - Provision of adequate off road car parking</p> <p><u>Town Centre Policies</u> - Protection of area designated for bus stops</p>	
Birtwistle, Lesley	LP15592	Yes	<p>The Local Plan should include:</p> <ol style="list-style-type: none"> S106 identification of payments of direct benefit to the immediately surrounding settlement. Landscaping – including edges of development to protect amenity of existing dwellings Density – add “positioning “ of houses to cause the least loss of amenity to houses in surrounding settlement Numbers of houses to be built should be proportionate to the village Where brownfield sites available, these should be developed first Town Centre – adequacy of parking and effect on traffic flow “Footprint” of town centre and limitations on its size and therefore amenities, to be assessed in relation to the maximum number of houses to be built in the areas which it serves. Environmental factors to include “flooding”- effect loss of land which provides natural drainage, replaced by concrete etc with consequent discharge of water. 	Noted
Buck, Claire	LP13499	Yes	<p>Whilst I understand the need for development I fail to comprehend why you are allowing more and more developers to build houses on green field sites. Enough of our countryside has being taken away. We’re all constantly being told we need to do our bit for the environment, recycle more, compost more, plant trees etc. Why then it is okay for you to allow our beautiful countryside to be destroyed in this way? Classic example recently is the planning approval of the 79 houses on the Agar Nook development. I'd personally like to know how many of the Councillors who approved this actually live within the area being impacted upon, not many I can bet. When you've finished allowing housing developers to build on our countryside, what next? Why are more brown sites not being looked at? The old Stardust site would be perfect for housing; the road infrastructure is there, numerous businesses and employment opportunities on the Bardon Industrial Estate. By taking away the countryside and Greenfield sites you are removing the places we love to walk with our children, places that allow us to get them out walking and running, seeing the local wildlife. The Councils continual failure to look after the town centre in order to attract more retail business to the area is</p>	<p>The new local plan may need to allocate sites to meet the Districts housing needs. As part of the preparation of the plan a large number of sites including brown field sites will be assessed in order allocate the most sustainable sites for development.</p>

			also appalling.	
Castle Donington Parish Council		No	<p>Comments in respect of the policies for discussion and inclusion in the new Local Plan.</p> <p>Having reviewed the document where it lists the possible contents, the Parish Council feels that there are a large number of areas that are not included, although some maybe hidden in the generic headings.</p> <p>For avoidance of doubt, the Parish Council would propose that the attached list of policies, as taken from the existing Local Plan for 1991-2006, off your own website (saved/not saved policies), and as highlighted in orange on the attached scan should be included and considered in the new Local Plan.</p> <p>One of the main areas that appears not be included in the list is Recreation, Leisure and Tourism!</p>	Noted
Denney, Roy		No	<p>The National Forest covers large parts of the District and any new housing should reflect this. Extensions to existing villages should not be of such size as to lose their rural character but should accommodate the open countryside on their doorsteps. There is the opportunity for the Garden City Concept.</p> <p>Full consideration should also be given to the rights of way network and not just within the confines of the actual development. Further to that footpaths should not be subsumed into estate roads as the therapeutic benefits of walking include the sense of calm etc coming from walking a footpath through green wedges.</p> <p>We do not support mega commercial areas being created involving the workforce having to travel considerable distances. New housing developments should be near employment, where it is not, you should ensure off road access is available both by way of footpaths and cycle ways.</p> <p>Within the National Forest there are two different types of habitat. You have the developing areas of new plantings and housing. There are also well established areas of considerable wildlife importance and development should not encroach on, or even approach closely to these areas as they maintain the gene bank from which species will migrate into the newly created areas. All other developments should be sympathetic to the needs of wildlife to migrate and green corridors should be left linking open areas. These can be dual purpose if wide enough; also providing footpath links for residents as well. Opportunities to incorporate key landscape features such as woodlands, ponds, rivers and streams should be used to create high quality design incorporating a wide range of high quality, functional and useful open spaces and links sympathetic to the local topography. It is</p>	<p>It is proposed that the Local Plan will include references to the protection and enhancement of the National Forest.</p> <p>An Affordable Housing policy will also be required to be included as part of the local plan.</p>

		<p>important to ensure that everyone has access to green space; adequate supporting infrastructure is essential and the accessibility of sites should be maximised. Opportunities to improve access between sites and other green spaces in the vicinity must be considered, especially taking advantage of planning gain from larger developments.</p> <p>It is essential to protect the District's natural environment, landscape and geology and to monitor, protect and enhance biodiversity, wildlife habitats and green corridors. Through the design of new developments and the protection and/or management of existing areas, as appropriate, working with partners where relevant.</p> <p>Affordable housing should not be concentrated in largish areas but should be spread throughout the area including any extensions to rural communities where first time buyer properties at affordable prices are rare and force younger people out of their communities.</p> <p>In locating housing the means of travel must be a major consideration. Apart from the provision of off road routes, public transport must be available which does suggest that the existing bus corridors should be considered first. HS2 alone is likely to cut or greatly affect 64 rights of way in our area. This can however also be an opportunity. HS2 has wide ranging powers and if an early discussion is started with them highlighting these issues and bringing local knowledge to the table the actual network can sometimes be improved by diverting routes from some way out and through attractive countryside rather than just walking alongside the new track bed to the first available crossing.</p> <p>The Ashby Canal project is going to enhance the area as a tourism destination and whilst funding may mean its completion may be some way off, no development should be permitted that will hinder its potential route.</p> <p>The Ivanhoe Rail Line should be upgraded to a passenger line. There would be comparatively modest costs in doing this but a subsidy would be needed for some time but the Robin Hood line shows how quickly such commuter links can become self funding.</p> <p>As pressure mounts on the London airports the use of EMA is bound to increase, development should be avoided where a potential extension would be made.</p> <p>The new transport hub near the airport will increase freight traffic from this airport and consideration of the noise impacts along the flight paths should also form part of deliberations as to where new housing should go.</p> <p>The Leicestershire Local Access Forum (LLAF) recommends that Local Plans include a dedicated section that makes specific reference to the</p>	
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			existing network and potential improvements to it.	
Dexter, Fiona	LP11909	No	Clearer reference to provision/development of local services e.g. education, healthcare. Also don't recall seeing anything specific about the road infrastructure and pollution impact.	Noted
Dyer, Nigel	LP14694	Yes		
East Midlands Airport		No	The inclusion of an economic policies section and policies relating to East Midlands Airport are supported. It is considered these policies should seek to promote employment around the airport and on key transport routes. Development on the East of Finger Farm site would help promote the long term future of the services, facilities and growth at East Midlands Airport. The existing allocation on this site and the acknowledgement of an implemented permission establishes the principle of development on the site. East of Finger Farm site should continue to be allocated for employment generating purposes. To ensure the 'protection of services and facilities' and the general support for growth at East Midlands Airport, potential alternative future uses of the site should be broadened and promoted. Alternative uses that would support the airport/tourism related function of the area and facilities on the strategic highway network would include continued identification of the suitability of the site for road related service facilities as well as a range of other uses. The latter include tourist related accommodation including a hotel (Use Class C1) and business uses including a range of B Class uses incorporating high quality employment development in the form of B1 and B8. Other airport related uses which we consider would be appropriate in this location would include long-stay parking and park and ride facilities associated with the airport.	Noted
Ellis, Phil and Lorraine	LP14181	No	While we agree with your list, we would like to see an additional policy with more emphasis on schemes which reflect the ageing population. Not just affordable or social housing, but quality schemes for private ownership, perhaps in a continuing care community. There is a lack of such facilities in the district and they would free up existing larger family homes.	Agree, the district council as part of preparing the new Local Plan will need to prepare policies for the delivery of different types of housing.
English Heritage		No	The local plan ought to contain policies relating to the historic environment at both a strategic level and development management policies. Site allocations should also take account of the historic environment. In relation to the other topics we have made the following comments. Development Strategy- In setting out the distribution of new housing and employment development across the District, consideration must be given to	Agree that heritage needs to be referred to within the new Local Plan.

			<p>the historic environment at an early stage.</p> <p>Housing and Economic Policies- it is considered that polices are required to support housing and employment allocations to provide further guidance, where relevant, these should include reference to the historic environment considerations. A reference should also be made to the historic environmental character of the town centres.</p> <p>Environment Policies- Concern has been raised that there are no historic environment policies proposed in this chapter and also that there is no reference to broader matters which are often interrelated to the historic environment, including landscape, and the natural environment. Consideration also needs to be given where development would be inappropriate for instance because of its environmental or historic significance. In addition there is no reference to planning for climate change. It is important that, where policies are required for energy efficiency and renewable energy, these recognise the historic environment.</p> <p>Transport - These should aid the protection of the historic environment at Ashby Canal.</p> <p>East Midlands Airport- There are a number of heritage assets, within the vicinity of the airport which are vulnerable to the effects of noise and disturbance, it is therefore considered that recognition of this is essential in setting out the general approach.</p> <p>Design and Development - It is recommended given the local character of historic settlements within the district; we would also encourage reference to shop fronts and advertisements in design policies.</p> <p>The following comments have been made in relation to the area based policies:</p> <ul style="list-style-type: none"> -Coalville Area (including Ibstock) - Reference should be made to heritage as part of this. Policies on Green Wedge/ Areas of separation are encouraged as this ensures the separation of distinctive communities, which are part of the local character of the town; it may also help to protect undesignated heritage assets. - Ashby-de-la-Zouch (including Measham and Moira) and Castle Donington Area (Including Kegworth) - Reference should be made to shop fronts and advertisements as part of town centre policy. -Donington Park- Reference should be made to heritage assets in developing policy in this location. 	
Environment Agency		No	Good local plan policies should support sustainable drainage, water efficiency, 'daylighting' (de-culverting) of streams and rivers and the	The District Council welcomes the Environment

			<p>sensitive integration of water in a development can improve the water quality and the water environment. Making space for water in a development can also protect people from flooding while increasing the value and desirability of a development.</p> <p>The EA has advised that Flood Risk should be its own strategic policy. Local Plan policies can support better flood risk management; policies which support a sequential approach to land allocation will ensure land at lowest flood risk is developed first. The local plan could also promote the use of indicative drainage strategies on developments. The EA propose the plan supports integrating more natural systems of flood risk management which would control surface water run-off near to its source and to Greenfield run-off rates. There is a need to develop a policy which promotes sustainable drainage, the re-instatement of the natural flood plain and the retention and restoration of watercourse including de-cultivating.</p> <p>All strategic sites must consider the implications for flood risk, contaminated land, water infrastructure as well as opportunities to use development to improve and enhance the environment. It is important to ensure that the local plan promotes best practice in the construction and helps to reduce environmental impact of new buildings in the longer term.</p> <p>Spatial planning has a significant role to play in protecting and enhancing wildlife areas. We consider your plan should have policies to protect both national and local nature sites. The plan should include policies which support the inclusion of space for wildlife and water in all new development in the plan area. SUDS and green/ blue infrastructure should be a part of any development that has the potential to negatively impact on surface water quality and dynamics regardless of where development is in a catchment.</p> <p>There is an opportunity for the plan to be innovative and consider the wider ecosystem services provided by existing wildlife habitats within the district, what ecosystem service benefits are derived from these habitats in terms of economic, social and environmental benefits and how these can be enhanced, protected and where possible created through the proposed development allocations.</p> <p>The EA note that the River Mease has been identified as a policy area; however the Local Plan should include clear guidance for developers on the need to manage phosphate discharges into the River Mease Catchment which is a designated SAC.</p>	<p>Agency's representation and agrees that flood risk should be its own strategic policy. Flood risk will also be taken into consideration when preparing further policies and site allocations as part of the local plan. The District Council note the advice by the Environment Agency in relation to the River Mease and other water management issues.</p>
Erewash Borough	LP15068	Yes	Erewash Borough Council appreciates being given the opportunity to	The District Council

Council			<p>contribute to this early stage of developing the Local Plan for North West Leicestershire and in this regard considers that the Duty to Cooperate is being fulfilled.</p> <p>The list appears to be fairly comprehensive, focusing on a good range of topic areas that will be important in the delivery of wider as well as more specific Local Plan ambitions for North West Leicestershire.</p> <p>Erewash Borough Council will watch closely as policies develop and details emerge before undertaking a more comprehensive assessment of the contents of the North West Leicestershire Local Plan. Clearly, the headings provided as part of the list at this stage are broad and could take many different directions. Indeed a number of more focused themes, such as in relation to the tackling of climate change, may well surface across numerous sections of the document as they evolve in view of the fact that they are not afforded a specific chapter within the current list. Whether this will adequately deal with such topics or not will become clear as the Local Plan emerges.</p>	acknowledges that the Local Plan will need to tackle climate change as part of the local plan and proposes a section on renewable energy and low carbon technologies.
Fuller, Andrew	LP12805	No	<p>Although it is encouraging to see the National Forest and Charnwood Forest included, I do not like this term 'Green Infrastructure'. It's become quite a plague amongst those that cannot see the value of woods and trees and forests and hedges and meadows and grassland. I really do not mean to be rude or pompous. Nature is nature, not infrastructure. A mention of the newly created Charnwood Forest Regional Park – how it's to be protected and whatnot – would be a boon as too would the Charnwood forest canal. A concerted effort to provided for a more wooded Charnwood Forest would be welcome; there is simply not enough large woodland close to Leicester in which we can all get lost – going out to Packington (for the new Diamond Jubilee Wood) or Moira could be a trek too far for some. Adding to and increasing the circle of nature (Bardon Hill, Beacon Hill, Broombriggs Farm and Windmill Hill, Bradgate Park, Swithland Wood, and the Outwoods) in the regional park would be a delight for someone like me: a Sussex man who grow up surrounded by large dense woodlands for playmates.</p>	The term Green Infrastructure is the term used within the NPPF.
Gladman Developments		Yes	<p>We are supportive of the proposed topic areas. However in order to be in accordance with the NPPF and NPPG, we have highlighted a number of issues regarding the evidence base.</p> <p>In a recent application, the Councils SHMA was assessed against a SHMA completed by Barton Wilmore. The inspector stated in such circumstances, and having regard to the NPPF, I can place little or no reliance on these new SHMAs, especially given the huge disparity between the outcomes.</p>	Noted.

		<p>Consequently, I am unable to accord to either any significant weight in the determination of this application, still less use their conclusions in substitution for the housing requirement “.</p> <p>Gladman’s SHMA was considered to be ‘Policy on’ in that it incorporated findings from the Leicestershire LEP which sought to boost economic growth for the region.</p> <p>The Leicestershire SHMA is considered to under- estimate the scale of housing likely to be required across the HMA which has ramifications for housing figures in NWL. The following issues in the Leicestershire SHMA have been highlighted:</p> <ul style="list-style-type: none"> • Headship Rates – one of the key variables in forecasting housing need do not take account of the level of need that might arise if the trends prior to the recession return before the end of the plan period; • The migration trends rely heavily on data which is likely to be skewed by the recession; • Adverse market signals are identified, but uplifts applied to alleviate them, are inconsistent and likely to be too small in scale to make a difference • A high level need of affordable housing is identified not only minimal adjustments are made to the OAN. The SHMA also seeks to clear the backlog of need over a 25 year period; contrary to the NPPG assertion that backlog should be made within the first five years. <p>A full review of the settlement hierarchy is required to be undertaken in to order to apportion growth in a flexible manner which adheres to sustainable development. Some Councils no longer use settlement boundaries and are utilising a criteria based policy for the appropriate location of development. We would advise upon using a similar flexible approach as it means that local communities can encourage development in order to support their communities. Rural economic regeneration is not just about the biggest settlements taking all the growth, as smaller sustainable settlements also need new development to maintain and grow their population, services and facilities.</p> <p>A review of the settlement hierarchy should focus on the relationships with other villages and proximity to transport routes and employment sites as a determinant to their sustainability.</p> <p>Our experience, as well as significant research which we have undertaken indicates that larger allocation sites above 500 dwellings are particularly difficult to deliver. We have undertaken research indicating that out of 100</p>	
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			<p>sites (greater than 500 dwellings) across the country, it took on average 8 years to go from outline planning permission to actual development 'on the ground.'</p> <p>The Council should aim to select a variety of different sized sites for allocation, ranging from a 100. Smaller sites are typically in less complex ownership and are more readily deliverable than larger sites, which will assist the Council in delivering a 5 year supply of housing sites.</p> <p>We act on behalf of two sites these sites are located at Green Hill, Coalville; and Whitehall Road, Ellistown and we believe should be included as allocations in the forthcoming Local Plan.</p> <p>The SA is an important piece of work although there is no prescribed list of indicators to make an assessment of the appropriateness of particular sites; indicators must cover social, environmental and economic aspects.</p>	
Hallam Land Management	No	<p>In terms of the housing requirement, an assessment of objectively assessed housing needs has been prepared by DLP consultants and shows that a housing figure within the range of 510-650 dwellings per annum is appropriate to accompany the projected economic growth. This is at considerable odds with the GL Hearn 2014 SHMA study which we consider to be flawed in terms of its assumptions to the extent that it will not deliver the economic growth that the district and national Government require over the Plan period.</p> <p>The status of Ashby de la Zouch as a location for strategic growth is emphasised. It is the second largest settlement within the District and is well provided with facilities. It has capacity within the Packington Sewerage Works and is assessed in the Water Cycle Study. However, over the period concerned the Plan should include proposals for the improvement of water quality to achieve the protection of the River Mease SAC, whilst at the same time avoiding any restraint upon new development. This can be achieved by promoting enhancements to surface water drainage and foul water treatment in conjunction with the relevant statutory authorities. The Local Plan needs to give a lead in respect of these matters so that the necessary works can be programmed.</p> <p>In terms of housing land allocations, land on the south east side of the town in the vicinity of Packington Nook Lane is a suitable candidate for an urban extension. The planning considerations and merits in relation to this area are well known to you and it forms part of the pool of strategic development sites that should be released at Ashby where market demand is strong, affordable housing need is high and generally, the river Mease aside, the town is</p>	Noted.	

			unconstrained and is able to offer a wide range of employment, retail, leisure, health and recreational facilities which are unmatched elsewhere in the District.	
Harley, Julia	LP12400	No	The housing numbers just don't make sense; it predicts 285 - 350 new homes will be needed each year starting from 2011 for the whole of the district. At the moment there are many planning applications going through allowing hundreds of houses to be built in Ashby and surrounding villages alone in the next few years, so where does that leave the predictions? The New Homes Bonus seems to be having a detrimental influence on planning decisions. The Council's duty of care should be to look after what we have already got and not allow our developing National Forest to get concreted over before the trees get going. Recent planning permissions are being passed on land that isn't even identified in the five year land supply so what faith can we have that the new local plan has any meaning?	The housing target is for the plan period until 2031. The number of applications that are built out will be top sliced off that yearly housing requirement. A five year housing land supply identifies sites that are deliverable now, mainly sites with planning permission or allocated sites as part of the adopted Local Plan.
Hill, Roy	LP12391	No	When I read the Local Plan - Possible Contents June 2014, I see little about ensuring the sewage infrastructure can support further developments. The recent sewage discharge to my garden would indicate it cannot. I see nothing about attracting high quality employment rather than yet more warehouse type activity. I see nothing about maintaining a separation between Coalville and the surrounding villages. Your schedule of included sites SHLAA 2014 seems to be a recipe for joining Coalville with all of its satellite villages as one enormous housing estate. I appreciate they are proposals for consideration but you have given the green light to developers to start promoting the sites though the planning process way before a full assessment of the sites has been completed. I see nothing about encouraging or initiating renewable energy generation.	A review of infrastructure requirements to support new developments will be assessed as part of preparing the new Local Plan.
Hinckley and Bosworth Borough Council		No	Thank you for inviting comments on the scope of the emerging North West Leicestershire District (NWLDC) Local Plan. The Borough Council has considered the 'Appendix: North West Leicestershire District Local Plan – possible contents' document in preparing the comments below. The Borough Council notes and welcomes the intention of NWLDC to include overarching policies addressing strategic matters relating to the amount of land to be allocated for housing and employment uses over the plan period and policies which allocate and enable the delivery of the objectively assessed housing need. In addition you may be aware that Hinckley and Bosworth Borough Council have recently consulted upon the Pre-submission version of the Site	The District Council acknowledges that the local plan will need to plan positively for renewable energy and low carbon technologies.

			Allocations DPD. The Council proposes a policy (Policy DM2) which supports proposals for the development of renewable energy and low carbon installations to deliver at least 14% of the Borough's energy consumption up to 2026. The policy is supplemented by 'Opportunity Area' maps which identify areas that have the greatest potential for energy delivery based upon resource availability with the fewest constraints. NWLDC may wish to consider the inclusion of a similar policy to contribute towards the sustainability credentials of the plan and assist in providing policy guidance on where such facilities may be considered appropriate. The Borough Council would be happy to discuss the approach towards preparing the supporting technical evidence base and the policy approach with NWLDC.	
Horsman, Sue	LP14515	No	You should consider more provision for older people - 'retirement villages' - like in Clifton, Nott's; or 'Assisted Living' developments; and also the provision of bungalows on new developments. Many older people want to downsize, but there are not enough suitable bungalows. I object to HS2 as it is a waste of money and will cause more damage than achieve benefits. In Donington, whilst the surgery has been expanded it is a nightmare trying to park in the village. This will only get worse when more houses are built.	Noted.
Johnson, Stuart	LP15033	No	I believe there needs to be a great emphasis / recognition placed on increasing and improving the provision of sport and recreation facilities throughout North West Leicestershire. A quality facility stock will help to ensure an increased population can remain fit and healthy ready for work, ensure increased community cohesion through sustained growth in community sports clubs and importantly help to tackle existing health inequalities such as childhood obesity. The North West Leicestershire School Sports Partnership currently works across 42 primary and secondary schools helping to improve the quality and quality of PE and sports provision within schools, creating links with community clubs and developing vital life skills such as leadership and teamwork. In the consultation I saw little, if any, mention of this particular area that I believe will be vital in making the whole plan work.	It is acknowledged that the Local Plan will need to place an emphasis on providing new or enhancing existing sport and recreational facilities as part of new development.
Leicestershire County Council		No	LCC support the principle of a policy on infrastructure requirements in the local plan and whilst there is a reference to support infrastructure provision to support growth and development included within the first stage consultation it is suggested that within the local plan policy itself to deliver development and support infrastructure it would be enhanced and strengthened through the suggested elements :-	Agree

			<p>(i) explanatory paragraph/s for the policy and link it to any strategic development policies for growth, housing and development.</p> <p>(ii) the policy itself should include reference to overall development within the District which would be required to contribute to the funding of infrastructure either through planning obligations or in due course through a combination of payment of a Community Infrastructure Levy on commencement of development and planning obligations for site specific measures.</p> <p>(iii) any schedule of infrastructure should be updated regularly for example on an annual basis</p> <p>(iv) where necessary or appropriate make reference to further guidance being provided in a District Council Supplementary Planning Document on supporting infrastructure/developer contributions, for example, the recently published 'Priorities for Developer Financial Contributions for Infrastructure provision relating to Major Residential Development Proposals in and around Coalville'</p> <p>(v) in relation to planning obligations the effect on viability of development schemes would need to be taken into account in particular cases and independently assessed in terms of viability.</p> <p>(vi) It is also important to make sure the overall development and growth is supported through developer contributions and/or other sources of funding in the District and the needs of the local community are met through the appropriate funding and support of infrastructure and services</p> <p>(vii) An infrastructure/contributions policy should reference the other service providers such as the County Council and their role in for example supporting education, highways, civic amenity and libraries. If possible cross reference to the County Council's (revised) contributions policy once it is adopted too.</p>	
Leicestershire County Council		No	<p>What will the end date of the plan be?</p> <p>Reference needs to be made to the Coalville Contribution Strategy, which covers a 'must do' list for 14 schemes.</p> <p>Need for a housing mix to take account of the ageing population, ensure provision for affordable rural housing specific to local identified needs, 'local market' housing to complement affordable housing.</p> <p>Are allocations going to be made within the local plan or follow through in a separate allocations document?</p> <p>The Local Plan needs to reflect, and be supportive of the economic ambitions of the Strategic Economic Plan (SEP) and include positive robust</p>	<p>The current end date for the Local Plan is until 2031 as the NPPF requires local planning authorities to plan for a 15 year period.</p> <p>Reference will need to be made to the delivery of infrastructure and developer contributions. As part of the preparation of the local plan,</p>

		<p>policies to deliver the East Midlands Enterprise Gateway. The recent Growth Deal announcement (July 2014) included improvements to M1 J22 and A42 J13 and this scheme needs to be reflected in the Local Plan.</p> <p>Bardon link, or an alternative approach which provides the housing growth in SE Coalville with similarly good connectivity to the town and through the site, is still a priority of the County Council to provide access for the whole corridor of growth.</p> <p>Need to ensure that the Plan is underpinned by robust, but proportionate, transport evidence and that it sets out clearly the mitigation measures required to support growth and the approach to funding and delivery.</p> <p>Coalville Town Centre employment policies need to be linked closely to the SEP. Positive, supportive policies to encourage the regeneration of the town centre need to be included; including consideration of other suitable alternative uses to enable the town centre to thrive and become vibrant.</p> <p>The Local Plan needs to include reference to how assets affected by the HS2 proposal will be replaced.</p> <p>Sufficient child care provision is needed. Will CIL be sought or will the local authority stick with the existing S106 approach?</p> <p>School places need to be considered when planning for growth in NWL because of the significant impact particularly in the larger settlements of Coalville, Ashby, Ibstock and Measham.</p> <p>Regard should be had to mineral safeguarding areas and the protection of mineral sites from development particularly when allocating sites for development.</p> <p>It is likely that the Waste Local Plan will bring forward policies to safeguard waste sites. Policies should be included that reflect the likely impact of proposed, non-waste related development on existing waste management facilities, and on sites and areas allocated for waste management, is acceptable and does not prejudice the implementation of the waste hierarchy; new, non-waste development makes sufficient provision for waste management and promote good design to secure the integration of waste management facilities with the rest of the development, including provision of waste storage facilities at residential premises to facilitate a high quality household collection service, and, in less developed areas, with the local landscape; the handling of waste arising from the construction and operation of development is handled to maximise reuse/recovery opportunities, and minimise off-site disposal.</p> <p>No mention as to how the historic environment will be enhanced and</p>	<p>policies in relation to affordable housing, type and mix will be reviewed against the most up to date evidence available. The District Council notes that the aspirations of the SEP will need to be presented within the local plan supporting text.</p>
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			protected in terms of built and underground assets of value, this needs to be included.	
Longley, Guy		No	<p>The representation is made on behalf of Bloor Homes, Davidsons Developments, SECP Limited, Harworth Estates, Miller Homes and Hallam Land Management.</p> <p>The proposed plan period from 2011-2031 presents a risk that the plan will again be found unsound, additionally the transport modelling work only extends until 2028. The proposed approach means the Council is failing to work positively and proactively with the other HMA authorities to plan for growth to meet the longer term requirements. A plan period extending to 2036 would also enable the local planning authority to plan strategically so that supporting infrastructure, including any necessary highway improvements and education facilities, can be delivered in a planned way.</p> <p>The housing requirement for the proposed plan period is based on as yet an untested SHMA. This level of provision with a figure of 510 dwellings a year set out in the now revoked East Midlands Regional Plan. Evidence prepared in relation to the forthcoming Packington Nook Appeal identifies an annual rate of 651 dwellings as a more accurate reflection of, objectively assessed housing needs.</p> <p>On behalf of the consortium of house builders, Pegasus is undertaking further modelling work to test and challenge the conclusions of the SHMA. This work will be based on the latest 2012 Sub National Population Projections (SNPP).</p> <p>The SHMA makes no provision for unmet needs in calculating future housing requirements, there is a total backlog of 618 for NWL, and how this is addressed in the assessment of full objectively assessed housing requirements needs further consideration.</p> <p>In establishing household formation rates, the SHMA tracks the mid-point between the 2008 and 2011 headship rates. There is a concern that this approach continues to apply recessionary trends which have seen the propensity of the population to form households restricted. A more positive view on economic recovery would see a faster return to 2008 base headship rates which would have implications for the assessment of future housing requirements.</p> <p>Achieving economic growth, together with balancing jobs and workers are fundamental components of achieving sustainable development. The SHMA does not take account of local policies for economic growth, including the Strategic Economic Plan, and that the alignment of policies for housing,</p>	<p>The SHMA is due to be examined at the Charnwood Core Strategy examination; the outcome of the examination could potentially have implications for the housing requirements across the HMA.</p>

			<p>employment and other land uses is a relevant consideration in the development of local plans, and needs to be considered as the strategy for development is progressed.</p> <p>Leicester City Council is suggesting that they can accommodate their full need for 22,950 homes through identified SHLAA sites. There must be serious reservations about the ability of the City to deliver this requirement and the extent to which a number of SHLAA sites represent realistically developable opportunities. The assumption that there are no unmet needs arising from the City is therefore highly questionable.</p>	
Loughborough Gospel Halls		No	<p>Social and Community Facilities including Places of Worship are required in both rural and urban locations in accordance with the advice of NPPF paragraphs 28, 70 and 71. The Plan should fully embrace the economic, environmental and social aspects of plan making and reflect the wider needs of sustainable communities including a range of community facilities in order to foster community cohesion, as well as meeting the needs of the area for new housing and employment. The Council will be aware that the plan will need to be positively prepared and based on a strategy which seeks to meet objectively assessed development and infrastructure in order to be sound (NPPF paragraph 182). This should include social infrastructure as well as roads and sewers.</p>	<p>Agree the local plan will need to make reference to the enhancement and provision of community facilities.</p>
Marsden, Joanna	LP15058	No	<p>Various areas should be specifically mentioned in The Plan to protect their ecological significance and value: The Greenhill Farm site, areas at the bottom of Bardon Hill bordering the Ivanhoe Way and Kenmore Crescent, fields near Holly Hayes Woods and areas adjacent to Warren Hills Road. These are areas of natural beauty and scientific interest close to the Charnwood Forest and in the National Forest boundary. Coalville needs the natural habitats and scenery to enhance its reputation as a good place to live and work.</p>	<p>As part of the preparation of the local plan an ecological study is being updated so this evidence can be referenced and included as part of the local plan.</p>
Marsden, Penny	LP15057	No	<p>The Greenhill Farm site, areas at the bottom of Bardon Hill bordering the Ivanhoe Way and Kenmore Crescent, fields near Holly Hayes Woods and areas adjacent to Warren Hills Road should be retained as areas of natural beauty and scientific interest. Coalville needs the natural habitats and scenery to enhance its reputation which is not always favourable. Filling them with houses detracts from this and current highways infrastructure is not sufficient for additional homes.</p>	<p>Noted.</p>
Measom, L D	LP11855	No	<p>The district's historical sites need preserving and enhancing for future generations i.e. Snibston, Swannington Railway etc. There is no mention of conservation in the Local Plan.</p>	<p>The District Council agree that the new Local Plan will need to make a reference to</p>

			<p>Coalville is supposed to be the main town and thus the nerve centre of North West Leicestershire yet has been allowed to become run down and shabby - is that why a photo of attractive Ashby was included in the leaflet? What plans does the Council have to give Coalville credence as the hub of the area?</p> <p>With all the new build of industrial areas and houses giving rise to greater air pollution, can the Bardon Road Bypass be built to help disperse toxic fumes from people and their homes?</p>	<p>heritage. While a Bardon Relief Road would have some impact in reducing forecast traffic flows on the A511 Bardon Road between Stephenson Road and Grange Road, it would lead to an increase in forecast traffic on Waterworks Road. Elsewhere the impact would be minor. As a consequence, the Highway Authority concluded that there was no evidence to suggest that a business case could be made to secure public funding for a Bardon Relief Road nor, given the constraints imposed by the planning system, could developers be required to fully fund it.</p>
Measom, Mrs L	LP14909	No	Leisure facilities, historic sites	The District Council agree that the new Local Plan will need to make reference to both historic sites and leisure facilities.
Melbourne Trust		No	<p>This representation has been prepared by Clarendon Planning & Development Ltd on behalf of Melbourne Trust. As part of the representation a SHLAA site has been submitted to the Council for consideration as part of the preparation of the local plan for land at Main Street, Wilson which is in the ownership of the Melbourne Trust.</p> <p>Given the outdated nature of the adopted Local Plan (2002) and the withdrawal of the Core Strategy 2013, there is a real need to streamline the preparation timescales of the new Local plan to provide a plan led basis for growth. It is considered every effort should be made to bring forward the</p>	The site will be assessed as part of the SHLAA review 2015.

			<p>draft plan stage to facilitate earlier delivery of the approved plan.</p> <p>Housing Need :The SHMA was agreed recently in June 2014 and provides a requirement of 5,700- 7,000 houses between 2011 and 2031, equating to a need of 285-350 new houses per year. Whilst the majority of these new sites will be in larger settlements, there is a requirement for smaller rural communities to access housing, whether private or affordable, to provide local choice, growth and security. This objective is supported by the NPPF and NPPG.</p> <p>Strategic Policies: In terms of the development strategy, the settlement hierarchy should identify Wilson as a sustainable village with capacity for small scale growth given the existing bus connection and leisure amenities.</p> <p>Housing Policies: Land at Main Street, Wilson has been identified as having potential to provide a small- scale residential development site to augment local supply. This site should be added to the SHLAA as a potential housing site.</p> <p>Design Policies: The inclusion of design policies to ensure high quality design is supported.</p> <p>The representation has included a description of the submitted SHLAA site.</p>	
Mobile Operators Association	No	<p>It important that there is a specific telecommunications policy within the emerging Local Plan. Telecommunications play a vital role in both the economic and social fabric of communities merit the inclusion of a policy which refers specifically to telecommunications developments. Such a policy should give all stakeholders a clear indication of the issues that telecommunications development will be assessed against. We would suggest a policy which reads;</p> <p>Proposals for telecommunications development will be permitted provided that the following criteria are met:</p> <p>-(i) the siting and appearance of the proposed apparatus and associated structures should seek to minimise impact on the visual amenity, character or appearance of the surrounding area; (ii) if on a building, apparatus and associated structures should be sited and designed in order to seek to minimise impact to the external appearance of the host building; (iii) if proposing a new mast, it should be demonstrated that the applicant has explored the possibility of erecting apparatus on existing buildings, masts or other structures. Such evidence should accompany any application made to the (local) planning authority. (iv) If proposing development in a sensitive area, the development should not have an unacceptable effect on areas of ecological interest, areas of landscape importance, archaeological sites,</p>	This representation has been noted and the delivery of infrastructure will be included as part of the new local plan.	

			<p>conservation areas or buildings of architectural or historic interest. When considering applications for telecommunications development, the (local) planning authority will have regard to the operational requirements of telecommunications networks and the technical limitations of the technology. We would consider it appropriate to introduce the policy and we would suggest the following;</p> <p>Mobile communications are now considered an integral part of the success of most business operations and individual lifestyles. With the growth of services such as mobile internet access, demand for new telecommunications infrastructure is continuing to grow. The authority is keen to facilitate this expansion whilst at the same time minimising any environmental impacts. It is our policy to reduce the proliferation of new masts by encouraging mast sharing and siting equipment on existing tall structures and buildings.</p>	
Money Hill Consortium		No	<p>The Money Hill Consortium (comprising Cogent Land, Taylor Wimpey and Bloor Homes) has controlling interest in approximately 118 hectares of land in Ashby-de-la-Zouch, comprising land that is bound by the A511, Nottingham Road and Smisby Road. Money Hill has been identified in previous iterations of the Local Plan (LDF Core Strategy) as the preferred location for the future growth of Ashby-de-la-Zouch.</p> <p>In summary, the Money Hill site offers a unique opportunity to plan for the growth of Ashby-de-la-Zouch in a sustainable and comprehensive way. Furthermore, it offers the following benefits:</p> <ul style="list-style-type: none"> • The site has been identified as a broad location for development identified for at least 605 new dwellings in the Council's draft Local Plan Core Strategy • The site has been considered the most sustainable site in Ashby-de-la-Zouch as part of the NWLC Sustainability Appraisal; • The site would make efficient and effective use of land, in a location which is highly accessible to the town centre and public transport links; • The proposed development would add to the vitality of the Ashby-de-la-Zouch town centre; • The proposed development would provide considerable on-site direct jobs; • Money Hill is not subject to the same infrastructure and market demand constraints • One third of the site would be public open space, and also includes 	As part of the preparation of the local plan, a number of sites will be assessed through the SHLAA and the SA process, to ensure that the most suitable sites are allocated within the plan.

			<p>sustainable urban drainage measures to enhance the protection of the wider residential area;</p> <ul style="list-style-type: none"> • The proposals would make financial contribution to the River Mease DCS • New provision for public transport, with a new bus service and greater local provision for walking and cycling, and • With regard to the L&L SHMA, the following concerns have been identified: • It fails to justify the choice of HMA or assess the potential interaction with neighbouring HMAs • Identified the sources of information for determination of OAN • Apply relevant considerations to the OAN to determine needs of specialist groups • Make adjustment to take account of socio-economic trends and aspirations • Adequately consider the relationship between the HMA and neighbouring HMA to determine the need to accommodate overspill; • Identify a range of potential scenarios for housing need • Undertake rigorous sensitivity testing to determine the most relevant, robust and justified OAN figure. <p>The most straightforward approach in structuring the Local Plan would be to have five principal sections, including: main strategic objectives; economic policies; societal policies; environmental policies, and implementation and review mechanisms.</p> <p>The Local Plan should also make provision for alternative and deliverable options. An example of such would be polices associated with High Speed 2 (HS2) and its associated spatial implications. For those development sites potentially lost through the routing of HS2 provision should be made elsewhere to ensure that NWLDC meets its housing and employment targets within the plan period.</p>	
Moore, Elaine	LP13872	Yes		
Narrainen, Mrs C	LP15011	Yes		
National Trust		No	<p>The 15-20 year timescale for North West Leicestershire's Local Plan is supported.</p> <p>The current list of policies to be included in the Local Plan falls short on environmental policies, and in particular in relation to heritage. We consider that the expansion and strengthening of these policies will be particularly</p>	<p>The District Council agrees that the local plan needs include policies in relation to heritage. The Regulation 18 document was only a guide</p>

			<p>important in light of the likely routing of HS2 through NW Leicestershire. We recommend that the suite of 'environment' policies are re-branded as 'natural environment' policies and that a new section is created for 'historic environment policies'. Built environment policies already appear to be covered by the 'design and development' section and other policy areas. We strongly suggest that a framework of historic environment policies is included in the plan. Without policies relating to the historic environment there is a considerable risk that an Examination Inspector will find the plan unsound.</p> <p>We suggest that a 'strategic' policy and additional lower level policies are included in the plan.</p> <p>We recommend that the policy on 'sites of ecological importance and value' is extended to cover sites, habitats and species and ecosystem services. It is recommended that an additional policy is included to protect geological resources. This may be a distinct policy or may be combined with biodiversity policies as is commonly the case.</p> <p>An additional policy relating to landscapes is required to ensure that development protects and enhances and responds appropriately to the landscapes context. This should not just relate to protected landscapes such as AONBs. It is distinct from the proposed policy on 'landscaping as part of new development' within the Design and Development section and would complement that policy.</p> <p>It is suggested that provisions are out in place to protect existing green infrastructure and to extend, enhance and connect the green infrastructure network. The policy should recognise that green infrastructure networks extend beyond the local authority boundary and should plan accordingly.</p>	<p>to potential topics to be included in the local plan, it is expected that these topics will be expanded; we therefore note your comments in relation to the environment.</p>
Natural England		No	<p>Environment policies should also include landscape character, geodiversity and protection of air, water and soil resources. Natural England's key interests and those which we would expect to see addressed through development include biodiversity; geodiversity; landscape character and quality; green infrastructure; climate change; access to the countryside and other open space; the protection and enhancement of soils; and environmental land management.</p> <p>The plan should include a clear strategy for protecting and enhancing the natural environment and landscape, supported by policies, and based on robust and up to date evidence. You may wish to consider how the local plan can reflect the value of the environment to the local economy, and how it can incorporate the role of the ecosystem services. There are a number of</p>	<p>The District Council welcomes Natural England's representation and agrees that the new Local Plan should include policies on landscape character, geodiversity and protection of air, water and soil resources.</p>

			<p>environmental constraints that should be considered when allocating sites for development.</p> <p>Of particular relevance to NWL is the River Mease, it is advised that any development proposals should aim to avoid damage to existing biodiversity features, particularly designated sites, and to create opportunities for enhancing biodiversity through the delivery of Local Biodiversity Action Plan targets.</p> <p>Of particular relevance to North West Leicestershire is the River Mease which is designated as both a Site of Special Scientific Interest (SSSI) and a Special Area of Conservation (SAC). North West Leicestershire District Council will need to carry out a screening assessment under the Conservation of Habitats & Species Regulations 2010 (the Habitat Regulations) to assess the impact of the proposed development on the River Mease.</p> <p>We advise that any development proposals should aim to avoid damage to existing biodiversity features, particularly statutorily designated sites, and to create opportunities for enhancing biodiversity through the delivery of Local Biodiversity Action Plan (LBAP) targets.</p> <p>Planning policies should take a strategic approach to the conservation, enhancement and restoration of geodiversity, and promote opportunities for the incorporation of geodiversity interest as part of development.</p> <p>Early consideration should be given to the quality of soil resource on potential development sites and therefore the Local Plan process provides a useful opportunity to consider soils and to ensure their protection during the plan making process.</p> <p>Where significant development of agricultural land is unavoidable, poorer quality land should be used in preference to that of higher quality, except where this would be inconsistent with other sustainability considerations.</p>	
NFU East Midlands Region		No	<p>The NFU will be looking to see that the new local plan has policies which positively encourage the above and do not deter them because of, for example, restrictive landscape designations and sustainable transport policies which imply that all development needs to be by a bus stop. There can also be issues about new buildings being sited too close to noisy or smelly farm buildings which cause nuisance to new householders and lead to abatement notices being served on longstanding businesses. We would urge the Council to be especially careful before granting permission to residential development near to bad neighbour uses.</p>	Noted.
Nigel and Andrea		No	As long term residents of Agar Nook, with respect to the applications off	As part of the local plan, the

White			<p>Greenhill Road we are disappointed that they are being considered as this land forms a natural buffer to Coalville.</p> <p>The land in question is essential to maintain the beauty of the area and a crucial habitat for local wildlife/ ecology, especially given the magnitude of quarrying works proposed behind this area.</p> <p>Greenhill Road currently suffers from insufficient capacity for current traffic levels, plus excessive speed, this will only be made much worse by further developments. Essential improvements need to be made to Greenhill Road, plus traffic calming added.</p> <p>With regard to flooding there have been four occasions on Romans Crescent in the last 20 years due to insufficient capacity of sewers. New development will make this situation worse even with SUDs drainage measures being in place.</p> <p>In our view the area has ample housing, available plus granted housing permissions in place, so we ask applications now be discouraged from this area.</p>	<p>District Council may have to allocate sites for development. In order to allocate sites for development, sites will be assessed against several pieces of evidence in order to allocate the most sustainable sites.</p>
Oxalis		No	<p>The document should include a specific policy relating to the proposed East Midlands Gateway Strategic Rail Freight Interchange (SFRI), which is a nationally significant scheme which has the potential to deliver significant private sector investment in the local economy and infrastructure.</p> <p>It is important that the Local Plan strikes a balance in the delivery of development throughout the plan area, taking into consideration the improved access to both Nottingham and Derby to the north of the District and the current employment opportunities at East Midlands Airport and the future employment opportunities by East Midlands Gateway Scheme.</p> <p>Proposals for a Strategic Rail Freight Interchange [SRFI] in North West Leicestershire have been submitted to the Planning Inspectorate as an application for a Development Consent Order.</p> <p>The East Midlands Gateway proposal should be embraced by the new Local Plan in a similar way to that taken in the earlier submitted Core Strategy.</p> <p>The scheme represents significant proposed private sector investment in the local economy and infrastructure. It would be a nationally significant development which would directly support inward investment and wider economic activity in the Three Cities area of the East Midlands.</p> <p>There is evidence to suggest that North West Leicestershire has seen a strong and rapid growth in office based employment over recent years. As most methodologies for forecasting start from a position of reflecting past trends, the forecast is for further, similar growth into the future. The PACEC</p>	<p>The District Council welcomes the Oxalis representation and acknowledges that the local plan will need to make a reference to the planned SFRI and the impact this will have on the local economy.</p>

			<p>report forecasts a demand of 31,900 sqm of office space between 2010 and 2031 and equally emphasises the importance of a flexible supply of employment sites.</p> <p>Kegworth has previously been identified as a 'Rural Centre' and, as such, of being capable of accommodating some growth. This will benefit the community by meeting local need and ensuring that the facilities, enjoyed by local residents currently, remain viable.</p> <p>The SHMA indicates that the housing delivery requirement for the District in the Plan Period [2011 – 2031] will be between 5,700 and 7,000 dwellings. Due to the numbers being lower than the Core Strategy requirement, it is important to recognise that these results could be an anomaly following the recent recession which has resulted in the level of net inward migration to the area. Therefore, any current forecast of reductions in demand for housing may simply reflect short term trends and the new Local Plan must ensure that the District is prepared to accommodate a likely increase in dwelling requirements as the economy continues to recover.</p> <p>Even though there is merit placing larger levels of growth around Coalville, a more even distribution should be considered having regard to the recent transport infrastructure to the north of the District. Recent infrastructure developments have improved links to both Nottingham and Derby, this should have considerable benefits to residents in the northern area of the District especially Kegworth.</p> <p>Employment opportunities both now and in the future should also be a consideration when assessing where new residential development should take place.</p> <p>The Local Plan allocates sites for development across the Plan area. However, the allocation of sites for housing needs to not only relate to the qualitative contribution to the housing requirement aspects of the District's need. It also needs to consider the qualitative aspects of not only the scheme itself but also the benefits which that scheme can bring to the wider community through, for example, the delivery of otherwise absent infrastructure and facilities.</p>	
Palmer, S	LP13111	No	<p>Any building on class 1, 2 and 3a agricultural land in line with the statements contained in the NPPF. With an emphasis on firstly utilising brown field sites, which we have plenty of.</p> <p>Protection for village identities and the removal of development sites which cause coalescence.</p> <p>The sale of disused council land at low prices to allow affordable homes to</p>	<p>National Planning Policy supports the use of brownfield sites before the development of Greenfield sites. The latest Strategic Housing Land Availability</p>

			<p>be built. The development of infrastructure first before development. Allowing significant development in rural villages to ensure they have a future. Without some development we will continue to see schools, pubs and community facilities lost.</p>	<p>Assessment identifies a small number of brownfield sites. The new Local Plan will need to set out a policy on affordable housing for the Borough. Rural areas are currently assessed to see how sustainable they are to ensure that they have enough local services and facilities to support new development.</p>
Parry, Bruce	LP14190	Yes		
Pymm, Gareth	LP15009	No	<p>Areas where no development should be permitted, i.e. green field and Charnwood forest. Need for new houses to be of forward thinking, contemporary, green design and built to high standard. Need to improve cycle infrastructure and consider impact of new developments on existing residents and road users.</p>	<p>Noted.</p>
RES UK		No	<p>It is suggested that the Council include a specific Policy to support the delivery of stand-alone renewable and low carbon energy developments.</p>	<p>The District Council agree that a policy will be required for the delivery of renewable energy and low carbon technologies.</p>
Richborough Estates		No	<p>Fisher German LLP has been instructed by Richborough Estates Ltd to submit a representation to the North West Leicestershire Local Plan consultation. The representation focuses on the settlement of Ashby de la Zouch and planning application reference 14/00578/OUTM which is an outline application for up to 275 dwellings on land off Burton Road and Moira Road. The strategic policies possible contents are supported, with the provision of a settlement hierarchy which in turn should see development directed to the Districts main towns, such as Ashby and Coalville. The amount of housing for delivery is crucial in the plan making process and the established housing requirements will need to be a robust figure across the plan period. The SHMA figures put forward by the Council are currently being questioned by a number of developers given the low figures advanced in comparison to the RSS figures despite growing housing need. Once those figures are established it is important to include housing policies</p>	

			<p>which identify sites for housing development. Those sites should be considered on the basis of sustainable locations in areas of directed growth e.g. larger settlements for larger sites which can be assimilated in to the neighbourhood. Affordable housing policies should also be included including the required percentage and threshold values, with flexibility built into the policy for cases where viability of a scheme would be compromised. Other contents such as design and development are also supported to ensure high quality schemes with a high standard of amenity are created. Place-based policies are also supported for inclusion with the plan with a focus on Coalville, Ashby and Castle Donington which should include sites identified for new housing as suggested.</p> <p>The representation seeks to highlight the Ashby site subject to the planning application and should be identified for residential use within the plan, due to:</p> <ul style="list-style-type: none"> • Current shortage of land for housing in the District • Contribution of affordable housing • Creation of a high quality sustainable development • Negligible impact on the natural environment • Offers a logical extension to Ashby de la Zouch <p>Further details have been submitted in relation to the site</p>	
Sport England	LP13608	No	<p>The Local plan should have an overall vision to support the health and well being of the community through sport and active recreation. Playing fields and sports facilities should be protected in accordance with paragraph 73 and 74 of NPPF with relevant policies. In this regard robust and up to date evidence should be available to aid the positive planning of the area with regard to sports facilities and playing fields.</p>	<p>The local plan will have to make reference to the enhancement of existing and the delivery of new sports facilities and playing fields through development. As part for the local plan the existing protected open spaces will need to be reviewed.</p>
Surrey, Jennifer	LP12716	Yes		
Talbot, Neill	LP15026	No	<p>There needs to be more detail on environmental policies, particularly those relating to nature conservation. Given the stated aim of building several thousand new houses, there will need to be strong policies on environmental protection. In particular, we would want to see policies that protect:</p> <ol style="list-style-type: none"> 1. Designated sites such as SSSIs and SPAs and Ancient woodlands. 2. Local Wildlife Sites [LWS] including candidate/potential LWS and RIGS. 3. Charnwood Forest. 	<p>The District Council agrees that the local plan needs include policies in relation to the environment. The Regulation 18 document was only a guide to potential topics to be included in the</p>

			<p>4. The National Forest.</p> <p>5. Habitat networks including the Soar Valley and other river corridors.</p> <p>6. Other species-rich habitats such as ancient hedgerows, mature trees and wetlands</p> <p>7. Protected species including bats, great crested newts, water voles and others</p> <p>Up to date habitat surveys (Phase 1) of the whole of NWL are required, with more detailed surveys of some areas that provide good wildlife habitats - the last phase 1 survey was undertaken in 2007 as far as we are aware.</p> <p>Adaptation to climate change/eco-system services need to be fully integrated into policy e.g. Sustainable Urban Drainage Systems (SUDS); creation of wetland areas; green roofs etc. The need for Green spaces in towns to be managed more sympathetically for wildlife, and areas linked together better.</p>	local plan, it is expected that these topics will be expanded.
Taylor, Tony	LP13007	Yes		
Tebbatt, Jane	LP15060	No	<p>There needs to be a focus on policy and strategy to create sustainable communities and not simply piecemeal development. New development should have adequate transportation and other key amenities in place prior to granting development particularly surface water drainage etc.</p> <p>There needs to be a policy to enforce/encourage sustainable design and renewable energy built into any and all new development i.e. photovoltaic's.</p> <p>Adequate policy protection of open spaces and particularly attractive countryside, through policies which cannot be quickly withdrawn.</p> <p>Modern and innovative design implemented in new buildings.</p> <p>Protection of town centres, by allowing healthy competition for consumers.</p> <p>Adequate sustainable methods of transport policies to enable cycle paths and the reinstatement of the tram/ rail link to neighbouring town locations /away from London and create more traffic on the roads.</p> <p>A better approach to stakeholder engagement is needed, with better methods to submit comments. Many residents feel intimidated by the planning system and do not know how best to communicate their objections support for planning situations.</p> <p>Policies which will limit/restrict the politics of the "elected" planning committee influencing development in certain, less politically favourable locations and the use of party politics to control planning decisions. Planning Committee members must provide better justification - open to challenge - where planning officer recommendation is overruled, to avoid political agendas developing and party whips forming. A Planning Committee which</p>	The Local Plan will cover a 15 year period to 2031, the purpose of the local plan is to allocate site for development for this time period. The District Council agree that there will need to be a policy on renewable energy and good quality design.

			<p>does not comprise of too many members who work/ make profit from development. This will remove the perception of "bias"/influence in favour of development when reviewing controversial planning applications.</p> <p>Better protection of land of particular attractive countries - e.g. maintain the current limit of development for the Greenhill Road area. These are the last few fields, have significant importance to the local area and provide a link to the wildlife at the top, and over, the hills. Remember - the topography of this area means not all open space is readily accessible to all.</p>	
The Coal Authority		No	<p>The emerging Local Plan needs to address the following issues:</p> <ul style="list-style-type: none"> • The inclusion on the Policies Map of the adopted Leicestershire Mineral Safeguarding Areas, and where relevant Mineral Consultation Areas, for surface coal resources as defined in the Leicestershire Minerals Plan; • Appropriate development management policies for the Mineral Safeguarding Areas to ensure that mineral resources are not needlessly sterilised – these should include criteria to encourage the prior/pre-extraction of surface coal resources where it is necessary for non-minerals development to take place within safeguarded areas; and • Ensuring that areas and sites identified/allocated for non-minerals development take account of the presence of surface coal resources in the site assessment methodology process and do not unnecessarily conflict with or sterilise safeguarded areas. • The inclusion of suitable policies to ensure that all development proposals within coalfield areas take adequate account of any coal mining-related land stability or other public safety risks and, where necessary, incorporate suitable mitigation measures to address them; • The identification, where appropriate, of areas that are particularly likely to be subject to land stability and other public safety hazards resulting from former coal mining activities; and • Ensuring that areas and sites identified/allocated for development take account of the presence of mining legacy and other unstable land issues in the site assessment methodology process 	Noted.
The National Forest Company		No	<p>The drafting of a new Local Plan is an opportunity for The National Forest to be fully integrated into the document to ensure that new development aids the creation of The National Forest but also benefits from being sited within the Forest. More of the Forest is within North West Leicestershire than any</p>	The District Council agrees that it is important for the local plan to have a strong reference to the National

			<p>other District which provides justification for strong references to the Forest throughout the document and an expectation that the impact of the development on the Forest and the impact of the Forest on development will be addressed through the plan.</p> <p>The NFC was pleased with the references to The National Forest within the withdrawn Core Strategy and the wording of the proposed National Forest Policy. This will need to be updated in the emerging plan to reflect our new Strategy and changes in national policy but the withdrawn policy will provide a good starting point. A specific National Forest policy should be retained and the District's strong emphasis on urban design should be continued. Consideration should be given to an overarching green infrastructure policy which aims to connect habitats across the District. Connectivity and enhancement of Public Rights of Way, especially around the Heart of the Forest area, may warrant a specific reference within the Plan with an expectation for new developments to contribute to enhancements. This would add Policy support to discussions that have taken place on a number of proposed schemes across the Heart of the Forest recently.</p>	Forest. The Local Plan subject to the viability of development will encourage the enhancement of the National Forest.
TNT Ltd	LP13785	No	The primary purpose of this submission is to request that the area hatched red on the attached plan (east of the A42 at Newbold/Lount) be identified as an extension to the existing employment site, in order to provide for the future growth of the business.	Noted.
Waltho, Chris	LP14350	No	I do agree with the proposed content of the Local Plan. I am concerned, however, that the Council must include a strategy for the provision of affordable homes as the NPPF and NPPG, coupled with the Government's Growth and Infrastructure legislation, have seriously undermined any realistic prospect of meeting the Authority's Affordable Housing SPD targets. It is important to look very closely at the sustainability of housing developments, not just in this respect but also in connection with job opportunities in the District. What strategies will there be for exploiting the National Forest Line, the Ashby Canal and HS2 during the plan period and beyond? Finally, we must not lose sight of the importance of all statutory designations and the need to protect our natural and historic environment. Robust policies must be put in place to protect all Conservation Areas as well as nationally recognised reserves such as Charnwood Forest.	As part of the preparation of the new Local Plan, it will be important to review the delivery of affordable housing based on the most up to date evidence. The District Council agree that there will need to be specific heritage policies included within the local plan.
Whitehouse, Scott	LP12087	No	Major infrastructure upgrades... Roads and junctions to improve traffic flow through NWL	The new local plan will review infrastructure provision within the District.
Whitwick Action		No	Whitwick Action Group would like to support the policy that retains the land	Noted.

group			currently being saved by policy E20 Green Wedge. The policy has recently been tested at appeal and later through the High Court. We ask that the Green Wedge should be protected and enhanced by a robust policy within the Local Plan.	
Whitwick Parish Council		No	Whitwick Parish Council has resolved that in this Council's opinion, the contents of the Local Plan should include specific reference to: <ul style="list-style-type: none"> • Under seeking developer contributions, that parish councils should be fully consulted at the earliest opportunity regarding which local needs should be prioritised for benefit. • Under Environment Policies, the need to protect areas of countryside in addition to sites of ecological importance and value. • Under Housing Policies, the need for housing mix on new developments to include adequate provision of both affordable and market properties for the needs of the ageing population. • Under economic policies, the need for the protection of services and facilities to include assets of community value. 	Noted.
Wilson Bowden Developments Limited		No	Wilson Bowden considers that the forthcoming new Local Plan should include: <ul style="list-style-type: none"> • A pro- growth employment land requirement supported by a robust evidence base. This would be a minimum figure over the plan period. • An economic policy which not only includes that requirement but promotes and support employment development. It is vital that this policy provides for a flexible approach to employment development. This approach will include allowing non-allocated sites to be developed if a particular occupier is needed. It is important that the employment figure is a minimum figure again to provide flexibility. • Identify land to be allocated for employment development. These allocated sites should be included in a specific policy, which would either be a single policy with all allocations or individual place-based policies as part of a wider suite of policies for each settlement. • One of these employment allocations should be Wilson Bowdens Sawley Crossroads site at Castle Donington; it should be allocated for B1, B2 and B8. 	The District Council agrees that local plan includes a policy that promotes and supports economic development.
Wright, Alison	LP12181	Yes	As I live in a village with no bus service then it is important to either <ol style="list-style-type: none"> 1 .Include a provision to ensure that public transport is available 2 .Limit the number of houses being built in the village 	Noted.
Yarwood, A	LP15013	No	The plan needs to include criteria to assess planning applications for Gypsy	Noted, a separate site

			sites as well as possible sites for allocation. This is a requirement of national policy as set out in Planning Policy for Traveller Sites	allocations document will also be prepared for Gypsy, Travellers and Show People.
	LP12563	No	Conservation and heritage are missing	The District Council agrees that these topics will need to be included within the Local Plan.
	LP11908	Yes		
	LP11807	No	Need to take account of the huge amount of 'uncontrolled' development that has taken place since the last plan ran out. We are not starting from zero here since the last local plan was rejected. The quantity of development sites allocated should consider what has happened during the period when no plan was in force. Ashby in particular is creaking at the seams. No school places, overstretched health facilities and roads that cannot cope with the current volumes of traffic. The allocation for the next 15/20 years has already been used up. Residents are fed up.	The sites that already have planning permission or that have been developed since 2011 will be top sliced off the housing requirement for the District. The Local Plan may still have to make allocations for further housing requirements to meet the Districts housing needs. As part of allocating sites for development existing school and highway capacity will be assessed.
		No	The Plan does not respond to the recently published national community energy strategy or NPPF paragraph 97 to support community-led initiatives for renewable and low carbon energy. A letter issued by DCLG to all local authorities dated 27 January 2014 highlighted the importance of local plans in supporting community energy with recommendations for work to develop and implement community energy which could form part of the Local Plan process including: Developing and implementing a community energy strategy at the local level and identifying strategic sites for community energy as part of Local and Neighbourhood plans. We request that the Local Plan better considers this and opportunities and support for community energy is reflected within the Local Plans evidence base and policies.	The District Council recognises the importance of including a standalone renewable energy and low carbon technology policy.
	LP13502	No	So far as Castle Donington is concerned, there should be some policy about parking in the village. Parking is already quite difficult and, with so many houses being built beyond easy walking distance, extra space must be	Noted.

			found - or the centre of the village will not attract the custom needed to preserve it as an active part of village life.	
	LP13174	No	The published possible policy is so high level as to be more or less meaningless. Weasel words. What I particularly would like to see is a little more proactive approach to the problem of rural transport - villages like Appleby Magna are slowly being cut off, and as the population ages this is becoming an increasing problem. Appleby Magna is also about to have a quite significant population growth due to new housing, more stress for an already underwhelming transport system. What is the Local Plan for rural transport (HS2 and the Ashby canal are of zero benefit to the transport problems around Appleby?	The Local Plan will review highway capacity issues as part of new development.
	LP14696	Yes	Not sure how overarching plans will be linked together but biggest concern is the impact on housing growth on town infrastructure. For example, there have been a number of housing developments approved around Ashby and at planning stages but little new investment seen in town facilities, e.g. roads, schools, traffic congestion, car parking. Some provision has been made for extra primary school but none as yet for secondary places. Ashby cannot keep building additional housing without investment in other facilities to support the new and current population.	As part of the preparation of the local plan, when allocating development sites there will be a review of the capacity of the existing infrastructure and infrastructure requirements to support further growth.
	LP14677	Yes		
	LP15090	No	Effect of traffic in planning for rural areas	Noted.
	LP11433	No	The Plan does not respond to the recently published National Community Energy Strategy or NPPF paragraph 97 to support community-led initiatives for renewable and low carbon energy. A letter issued by DCLG to all local authorities dated 27 January 2014 highlighted the importance of local plans in supporting community energy with recommendations for work to develop and implement community energy which could form part of the Local Plan process including: Developing and implementing a community energy strategy at the local level and identifying strategic sites for community energy as part of Local and Neighbourhood plans. We request that the Local Plan better considers this and opportunities and support for community energy is reflected within the Local Plans evidence base and policies.	The District Council recognises the importance of including a standalone renewable energy and low carbon technology policy.

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 18 NOVEMBER 2014

Title of report	GENERAL FUND REVENUE BUDGET PROPOSALS 2015/16
Key Decision	a) Financial Yes b) Community Yes
Contacts	Councillor Nick Rushton 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Chief Executive 01530 454500 christine.fisher@nwleicestershire.gov.uk Head of Finance 01530 454520 ray.bowmer@nwleicestershire.gov.uk
Purpose of report	For Cabinet to approve its 2015/16 draft General Fund Revenue Budget proposals for consultation.
Reason for Decision	To enable the Council to set a balanced budget as required by law.
Council Priorities	The budget assists the Council to achieve all its priorities.
Implications:	
Financial/Staff	As contained in the report.
Link to relevant CAT	The budget is relevant to all Corporate Action Teams (CATs).
Risk Management	The budget will be monitored throughout the year to ensure savings are achieved and services delivered as planned.
Equalities Impact Screening	No requirement for equalities impact screening has been identified.
Human Rights	None identified.
Transformational Government	A number of the budget savings have been achieved through the "Planning for the Future" programme.
Comments of Head of Paid Service	The report is satisfactory.
Comments of Section 151 Officer	As report author the report is satisfactory.

Comments of Monitoring Officer	The report is satisfactory.
Consultees	Policy Development Group Corporate Leadership Team
Background papers	None
Recommendations	<p>CABINET IS RECOMMENDED TO :</p> <ol style="list-style-type: none"> 1. APPROVE THE GENERAL FUND REVENUE BUDGET PROPOSALS AS SET OUT IN THIS REPORT 2. APPROVE THE ALLOCATIONS OF RESOURCES FROM RESERVES DETAILED IN SECTION 5. 3. AGREE IN PRINCIPLE TO CONTINUING THE PAYMENT OF LCTS GRANTS TO TOWN AND PARISH COUNCILS SUBJECT TO CONFIRMATION BY CABINET WHEN IT SETS THE COUNCIL TAX BASE IN JANUARY 2015.

1.0 INTRODUCTION

- 1.1 The Cabinet approved the Council's Medium Term Financial Strategy 2015/16 – 2018/19 at its meeting on 23 September 2014. This identified a need to find ongoing savings of £1.4m by 2018/19. A budget shortfall of £365,000 was projected for 2015/16.
- 1.2 This report provides details of the Cabinet's 2015/16 General Fund Revenue Budget proposals, and savings put in place, to meet the projected budget shortfall and explains the broad consultation process to be followed.
- 1.3 The projected budget shortfall for 2015/16 and future year projections previously reported reflect the current understanding but this may change when the Government issues its Provisional Local Government Finance Settlement and Provisional New Homes Bonus allocations next month. For financial planning purposes the Council is still expecting to need to save £1.4m by 2018/19. The Government's Autumn Statement will be announced on 3 December 2014 and the Local Government finance announcements normally follow before Christmas.
- 1.4 Under the revised Business Rates retention mechanism the level of Government funding is not ultimately confirmed until after the end of the financial year when the actual level of Business Rates is reported. This is a significant change from having grant settlements fixed before the start of the financial year and means that the Council's financial planning is impacted on by the volatility of local business rates income.
- 1.5 The approved budget will be rigorously monitored during the financial year through monthly and quarterly performance monitoring so that any potential overspendings can be identified at an early stage and remedial action taken to deal with them. The monitoring also checks that the required savings are being achieved. Similarly any forecast underspendings can be taken into account when allocating resources.

2.0 GENERAL FUND 2014/15 – QUARTER 2

- 2.1 The second quarter Performance Report is included on this Cabinet agenda. This includes more detailed explanations of budget performance. Cabinet will receive a further update, based on Quarter 3, before it sets the 2015/16 Revenue Budget in February 2015.

An underspending of approximately £800,000 is forecast. The main reasons for this include increases in income in the following areas:

Planning Fees	£568,000
Recycling Income	£ 90,000
Additional Investment Income	£ 49,000

There are also significant budget savings in the following areas:

Employees	£ 150,000
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- 2.2 There is no guarantee that the levels of increased Planning income seen this year and last year will continue in the future. Cabinet's budget proposals for next year do however include a modest increase in the target for Planning income next year.
- 2.3 Ordinarily any in-year under spendings would be transferred to the General Fund balance at the year end. In recent years underspendings have been transferred to the Value for Money Reserve for Invest to Save projects or allocated directly to projects across the district. There may be scope for doing more of this with part of any underspending later in the budget process or when the 2014/15 Financial Outturn is reported to Cabinet. There are however a number of uncertainties over the Council's local income in particular which may necessitate an increase in the level of reserves held by the General Fund.

3.0 FUTURE UNCERTAINTIES

- 3.1 The Cabinet will already be aware of the volatility which the localisation of Business Rates brings to the Council's finances. Under the new arrangements district councils are allocated 40% of increases and decreases in Business Rates. There is also a system of levies and safety nets which reduces our share of increases to 20% but at the same time provides a safety net which limits our losses to 7.5% of our funding baseline which for this authority works out at approximately £165k in 2015/16. If the Council enters into pooling arrangements with other authorities it would depend on local safety net arrangements which are not backed by the national "pool". Other local income including Planning Fee Income and Recycling income also continue to be difficult to project.
- 3.2 Future levels of income projected from New Homes Bonus cannot be guaranteed. The Cabinet will recall that last year the Government consulted on top slicing a significant proportion of New Homes Bonus from 2015/16 to support infrastructure spending by the Local Enterprise Partnerships (LEPs). Whilst this proposal did not go ahead, it had the potential to reduce the Council's ongoing annual funding by around £500k at a stroke. Our MTFS currently assumes a levelling off in New Homes Bonus from the seventh year of the scheme in 2017/18. New Homes Bonus payments are made for six years so by Year 7 of the scheme the earlier years' payments will start to drop out. There is always a risk that changes could be made to the scheme, or it could be discontinued altogether. The MTFS assumes that all our New Homes Bonus will be used to support the Revenue Budget and this means that in 2015/16 £1.9m expenditure on our mainstream services will be funded

in this way. The Council will mitigate this risk through its continuing Planning for the Future project and by holding adequate General Fund reserves.

4.0 REVENUE BUDGET SAVINGS 2015/16

4.1 The following savings have been put in place to meet the projected shortfall of £365,000 for 2015/16:

Reduction in Revenues and Benefits Partnership Contributions	£100,000
ICT Efficiency Savings	£70,000
Income from Additional Planning Applications	£150,000
Full Year Effect of In Year Savings 2014/15	<u>£45,000</u>
	£365,000

4.2 An independent review of the Revenues and Benefits Partnership by the Institute of Revenues, Rating and Revaluation (IRRV) earlier this year identified savings approaching £400,000 a year which could be shared by the three partner Councils. A staffing restructure is nearing completion and although significant savings will be made the exact amount will not be clear until all the appointments to the new structure have been made. In addition to the annual savings there will be upfront costs to be met in 2014/15. Both will be shared according to each Council's caseloads. This is a change to the current basis of using historical costs. The Management Board and Joint Committee members consider this to be the fairest method of allocating the upfront costs and ongoing savings. These changes are expected to result in a reduction in our contribution to the Partnership of at least £100,000 from 2015/16. Our share of the upfront costs will be met from staff savings elsewhere in the General Fund or if necessary the Planning for the Future Reserve. The staff and Trade Unions are fully engaged in this process including consultation on the proposed structure.

4.3 The ICT budget will be reduced by £70,000 in 2015-16 following a procurement review in 2014-15 which will reduce software licence costs by £18,000 and make savings in server support costs of £18,000. There will also be staff savings of £34,000 (a vacant role will be deleted as part of the ICT Team Review).

4.4 Our Planning income is currently very buoyant and it is difficult to project next year's levels accurately. A modest increase in the target from £550,000 to £700,000 is now assumed.

4.5 As part of the 2014/15 budget process and number of service efficiencies were identified to be brought on stream during the year. These have been delivered successfully and are contributing to the budget underspending this year plus will help to meet the projected budget shortfall next year.

4.6 Delivery of these savings will continue to be through the Planning for the Future Programme (PFF) established as part of the 2014/15 budget process

5.0 REVENUE RESERVES

5.1 General Fund Reserve

The uncommitted balance on the General Fund was £1.137m when the Cabinet approved the Council's Medium Term Financial Strategy in September 2014. The early implementation of efficiency savings allowed the Council to budget for a surplus of £403k in the current year which would take the balance to £1.540m at the end of the year. There

are however also number of cost pressures and projects which could be funded from these resources.

5.1.1 Additional Costs of the Local Plan - £131,000

The Council, based on external advice, has agreed that rather than re-submitting the withdrawn Core Strategy it would be more appropriate to prepare a Local Plan, which is a more detailed document. Whilst taking slightly longer to produce it would result in complete plan coverage earlier and thereby represent a saving in time and money. The majority of the requirements in producing a Local Plan are updates to the evidence base used to inform the previous Core Strategy. However there is also a need for some additional evidence. Whilst some of the evidential requirements are capable of being undertaken in-house a significant number require specialist technical expertise which will require the appointment of external consultants. The total potential cost of the Local Plan evidence base is estimated at £265,000 in 2015/16. Taking into account existing budgetary provision, there is a total potential shortfall of £131,000 in 2014/15.

5.1.2 Coalville Market - Additional Exterior Improvement Works £27,000

In addition to the recently completed external improvements there are three further mini projects that have been identified in consultation with the Portfolio Holder and market traders. Firstly, a market frontage improvement scheme to the Western Power Distribution electricity substation area including a new hard standing area for external traders, removal of fencing, a grassed area with seating and landscaping. Secondly, a Hotel Street/café exterior improvement scheme including boundary wall repairs, patio paving, landscaping and improved signage. Thirdly, a new exterior bin store to secure trade waste bins outside the market building instead of inside and in view of customers and taking up trading space.

5.1.3 A forecast underspending in the current year would increase the General Fund balance significantly. The uncertainties around the Council's local income set out earlier in this report in particular may justify a case for holding a higher level of reserves by the end of the financial year. The Cabinet will be provided with further advice on the adequacy of this reserve when it finalises its budget proposals in February 2015.

5.2 Value For Money Reserve

The VFM Reserve has an uncommitted balance of £952,000. It is proposed to establish a Business Bidding fund which will utilise £500,000 of this. The main features of the fund will include:

- Supporting new businesses which create jobs locally
- Helping Small and Medium Enterprises
- Facilitating community initiatives to form collectives and co-operatives
- Encouraging organisations which adopt Green Footprint principles

The balance of the Value For Money Reserve will be available for allocation later in the budget process or when the 2014/15 accounts are closed.

6.0 COUNCIL TAX

6.1 In line with the approved MTFs the Cabinet is not planning to increase the District's share of the Council Tax in 2015/16.

- 6.2 Based on information provided by the Government in January 2014 the Council will be eligible for a Council Tax Support Grant equivalent to a 1% increase in its Council Tax if there is no increase and is gross of Council Tax Support. This has also been assumed in the MTFS.
- 6.3 Under current rules the Council could increase its Council Tax by up to 2% without the need for a referendum. In this case there would be no Freeze Grant and the Council would have to meet the cost of paying Council Tax Support on the extra 2% to eligible people. It is estimated that this maximum increase would only provide an additional £38,000 of resources a year.

7.0 LOCAL COUNCIL TAX SUPPORT (LCTS) GRANT

- 7.1 From April 2013 the Government abolished Council Tax Benefit and replaced it with locally determined Council Tax Support Discounts. Giving people discounts on their Council Tax reduces the Council Tax income which all the preceptors including Town and Parish Councils receive.
- 7.2 The District and the major preceptors (County, Police and Fire & Rescue) receive Government grant which compensates, at least in part, for this loss of income. The Government does not provide this grant support to Town and Parish councils. Since the start of the new scheme this Council has given an element of its Council Tax Support Grant to Towns and Parishes to allow them to maintain their existing level of income.
- 7.3 The Government's Council Tax Support Grant is now incorporated within mainstream grants which are expected to continue to fall significantly throughout the period of our Medium Term Financial Strategy. Providing the grants to Town and Parish Councils is costing the District Council £87,000 in 2014/15. The Cabinet is proposing in principle to continue the scheme and will confirm the LCTS grants when it approves the Council Tax Base at its meeting on 13 January 2015.
- 7.4 The Cabinet has no plans to change the maximum eligibility for Council Tax Support from its current level of 85%.

8.0 CONSULTATION

- 8.1 A broad consultation process will take place from 1 December 2014 to 15 January 2015 asking for any comments on the Cabinet's proposals. Consultation will take place with Staff, Unions, Town and Parish Councils and the business community through the North West Leicestershire Chamber of Commerce.
- 8.2 The Policy Development Group (PDG) was asked for its comments on the MTFS at its meeting on 1 October 2014. PDG has not requested for any specific requests to be considered by the Cabinet. Extracts of the minutes of the meeting showing these comments are attached at Appendix 1. The PDG will be asked for its comments on the overall budget proposals in this report during the consultation period at its next meeting on 7 January 2015.
- 8.3 The Cabinet will receive details of the consultation responses at its meeting on 10 February 2015 where it will make its final budget recommendations for approval by Council on 24 February 2015.

MINUTES of a meeting of the POLICY DEVELOPMENT GROUP held in the Council Chamber, Council Offices, Coalville on WEDNESDAY, 1 OCTOBER 2014

Present: Councillor J G Coxon (Chairman)

Councillors R Adams (Substitute for Councillor N Clarke), J Cotterill, D Everitt, D Howe (Substitute for Councillor J Geary), V Richichi, S Sheahan, N Smith and M Specht

In Attendance: Councillors T Neilson

Officers: Mr R Bowmer, Mr D Gill, Mrs M Meredith, Mr J Richardson and Ms K Talbot

10. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors N Clarke, J Geary and A C Saffell.

11. DECLARATION OF INTERESTS

Councillors J G Coxon and S Sheahan declared a non-pecuniary interest in item 7 – Medium Term Financial Strategy (MTFS) 2015/16 to 2018/19, as Members of Leicestershire County Council, due to the reference in the report in respect of recycling credits.

12. MEDIUM TERM FINANCIAL STRATEGY (MTFS) 2015/16 TO 2018/19

The Head of Finance presented the report to Members. He stated that the report provided an opportunity to comment to Cabinet on the strategy following a request at the last meeting. He advised that there would be a further report to Cabinet on next year's budget proposals in November, and these proposals would be considered by Policy Development Group at its next meeting. He highlighted the estimated shortfall set out in the Cabinet report at Appendix 1, and the ongoing savings proposed to address this. He advised that the shortfall was not as high as it might have been, due to the year on year efficiencies which had been made. He added that nevertheless it would be a challenge. He advised that in preparing the MTFS, it was necessary to be mindful of the budget proposals of the Council's partners. He referred to the possibility of the withdrawal of recycling credits as proposed by Leicestershire County Council. He advised that if these proposals were to go ahead, this could lead to a shortfall, and therefore a contingency amount had been set aside in the MTFS. He outlined the assumptions that had been made in preparing the MTFS.

Councillor S Sheahan stated that he was disappointed that no Member of Cabinet was present to answer questions, and felt that it was a matter for the Committee to decide whether it wanted a Member of Cabinet present for this purpose. He asked if there was any reason why this had not been arranged. He asked the Head of Finance if he was confident that there would be no need for further cuts.

The Head of Finance advised that the Council operated a Planning for the Future programme, and was therefore constantly undertaking service reviews. He commented that targets could increase or decrease. He added that efficiencies had been made in the current year which would continue in subsequent years. He advised that this was

reflected in the budget monitoring report and there would be further modest savings coming forward as part of the report to Cabinet in November.

Councillor V Richichi commented that the Council would be receiving an increase in new homes bonus, yet was still required to make £1.4 million in savings.

The Head of Finance responded that this was possibly a case of central Government giving with one hand and taking away with the other. He explained that the Council had seen very significant reductions in revenue support grants and funding had been reduced by £3 to £4 million over the last few years. He added that the increase in the new homes bonus did not cover the shortfall in funding from central Government, and the Council had been required to make the additional savings.

In response to a question from Councillor V Richichi, the Head of Finance stated that the Council had a good track record of making efficiencies without impacting upon frontline services, however this would be a challenge in the coming years and there could be no guarantees that frontline services would remain unaffected.

Councillor S Sheahan commented that if this amount of money had been identified at the start of the year, the budget could have been planned better and the funding allocated accordingly. He added that better planning and being more honest about resources had to be the way forward. He also commented that the increase in new homes bonus meant an increase in the council tax base and therefore an increased demand on services. He asked the Head of Finance to comment on this. He also asked what impact a 1% increase in council tax would have upon the budget.

The Head of Finance advised that a 1% increase would raise an additional £50,000, which at present was matched by the Government with the council tax freeze grant. He added that increases were capped by central Government and the Council would also be required to pay council tax support.

In response to comments made by Councillor S Sheahan regarding increasing council tax, the Head of Finance explained that the Council retained approximately 15% of income from council tax, whereas it retained 80% of the new homes bonus, and as such, the new homes bonus was much more significant to the Council in terms of the budget than it was to unitary authorities. He acknowledged that an increase in the council tax base would result in an increase in demand for services.

It was moved by Councillor M Specht, seconded by Councillor J G Coxon and

RESOLVED THAT:

The comments made by the Policy Development Group be noted.

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 18 NOVEMBER 2014

Title of report	HOUSING REVENUE ACCOUNT (HRA) BUDGET PROPOSALS FOR 2015/16
Key Decision	a) Financial Yes b) Community Yes
Contacts	Councillor Nick Rushton 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Councillor Roger Bayliss 01530 411055 roger.bayliss@nwleicestershire.gov.uk Chief Executive 01530 454500 christine.fisher@nwleicestershire.gov.uk Director of Housing 01530 454819 glyn.jones@nwleicestershire.gov.uk Head of Finance 01530 454520 ray.bowmer@nwleicestershire.gov.uk
Purpose of report	To seek approval of the draft 2015/16 Housing Revenue Account (HRA) Budget proposals for consultation.
Reason for Decision	To enable the Council to set a balanced Housing Revenue Account Budget for 2015/16.
Council Priorities	The HRA budget assists the Value for money priority.
Implications: Financial/Staff Link to relevant CAT Risk Management	As included in report. Delivering a HRA Budget for 2015/16 will allow the Council to achieve the objectives for the service as set out in the Housing Business Plan and Service Team Business Plans. The Council sets an HRA budget, which is regularly monitored throughout the year to ensure services are delivered within budget. Risks are managed through the corporate risk management process.

Equalities Impact Screening	Depending on the rent increase option adopted, there is the risk that tenants may continue to pay significantly different rental levels for similar properties.
Human Rights	None identified.
Transformational Government	Not applicable
Comments of Head of Paid Service	The report is satisfactory
Comments of Section 151 Officer	The report is satisfactory
Comments of Monitoring Officer	The report is satisfactory
Consultees	Corporate Leadership Team (CLT)
Background papers	None
Recommendations	<p>A. THAT THE ASSURANCE STATEMENT BY THE S151 OFFICER BE NOTED,</p> <p>B. THAT CABINET APPROVE THE DRAFT HRA BUDGET PROPOSAL AS DETAILED IN THIS REPORT AND ASSOCIATED APPENDICES FOR CONSULTATION</p>

1.0 INTRODUCTION

- 1.1 This report seeks Cabinet approval to consult on the draft HRA budget proposals and the rent increase for 2015/16, with the outcome of this consultation exercise being fed back into the subsequent reports to Cabinet and Council to seek approval for the final budget.
- 1.2 Draft proposals for consultation have been prepared in context of a revised approach to annual rent increases following a Department for Communities and Local Government (DCLG) announcement in May of this year regarding new guidance on social rent policy. The impact of this to the HRA and flexibility available in its application is considered in this report.
- 1.3 The formal consultation process with customers adheres to the same consultation timetable as the general fund and will commence on 1 December 2014 and end on 16 January 2015 in readiness of Cabinet and Council approval of final proposals on 10 February and 24 February 2015.

2.0 REVISED BUDGET 2014/15

- 2.1 Cabinet will recall that Council approved the decision to fund the additional resources required for the 2015/16 Decent Homes Improvement Programme on 25 March and 16 September 2014. The impact of these changes on the original budget surplus is a revised budget of £746k deficit which will be funded from HRA balances.

2.2 The overall forecast for the current year at period 6 shows a potential further increase in the forecast deficit from £746k to £1.04m. This is largely as a result in a reduction in expected rent income of £300k due to an increased level of empty properties.

2.3 As a result of this the balance on the Housing Revenue Account at 31 March 2015 is estimated to be £4.23m. This balance significantly exceeds the agreed minimum working balance on the HRA of £1m and this has been developed to provide a loan repayment reserve provision against the future repayment of debts taken out on a maturity repayment basis, within the HRA Business Plan. The first maturity loans of £10m and £3m fall due for repayment on 28 March 2022.

3.0 2015/16 BUDGET OVERVIEW

3.1 For 2015/16, the level of revenue contribution to capital outlay (RCCO) is proposed to be £2.59m (as opposed to £2.9m in 2014/15) in order to maintain 100% decency in respect of the Decent Homes standard. This significant annual transfer from revenue to capital to fund improvements will be an ongoing feature of the HRA budget going forwards, as the council will no longer be in receipt of any Decent Homes Backlog Funding Grant after 2014/15.

3.2 Budget proposals are based on prices and levels of charges for council housing related services at October 2014 plus known increases, for example contractual obligations.

3.3 The process of determining the 2015/16 budget includes the capturing of all of the changes required from one budget year to the next within the HRA in the form of a budget “investment” – a request for more funding or a reduction in income collected, or a budget saving” – an increase in income or a budget saving via reduced expenditure.

3.4 The budget investment and budget saving proposals for the 2015/16 budget are shown within Appendices A and B.

3.5 All budget proposals that have been given an amber or green are included within the draft budget, with amber proposal owners required to seek further approval before implementing proposals, through Corporate Leadership Team (CLT) or Departmental Management Team (DMT) as appropriate.

3.6 The budget for 2015/16 is estimated to produce an operating surplus of £28k. Please note that the business plan model is expected to produce one future year with a budget deficit in 2016/17 (of £95k), followed by surpluses in each of the four years going forward from 2017/2018. Annual surpluses are planned to rise incrementally from £162k in 2017/18 to £2.513m in 2020/21.

3.7 It is proposed to fund the deficit for the single year of 2016/17 from HRA reserves, which is considered to be a prudent approach, as opposed to the alternative of borrowing money and incurring additional interest costs.

4.0 2014/15 BUDGET – RENTS

4.1 Government rent policy guidance, introduced nationally for local authorities in April 2002, has in previous years established the local authority average guideline rent increase by applying RPI inflation at the previous September plus 0.5%, and a convergence factor of up to £2 per week. The £2 per week convergence factor cap reflected the policy objective

of increasing Local Authority rents to similar levels to those charged by Registered Providers (Housing Associations). North West Leicestershire District Council has adhered to this guidance since its implementation.

4.2 Following consultation the Government has announced that from 2015/16 this guidance will be replaced by new guidance that requires rent increases to be via a formula of September CPI + 1% for the next 10 years. Historically CPI has been lower than RPI, so the expected impact of this policy would be to reduce annual rent increases, and therefore significantly reduce the rental income predictions on which our business plan is based.

4.3 To illustrate the difference, the comparative inflation indices for September 2014 and resultant formula rent increase are as follows:

Inflation Index		Formula increase (RPI + 0.5% / CPI + 1%)
RPI	2.3%	2.8%
CPI	1.2%	2.2%

4.4 On the introduction of its new guidance the Government's existing rent restructuring policy will cease from 2015/16, with the exception of re-letting properties at the converged rent level on re-let. Currently approximately 26% of our tenants are paying the target rent for their home, with 74% paying rents below this level. Principally this is because we were historically a lower rent level Council so the increases required for individual properties to reach target rents were larger and the impact of the "cap" has meant most of our properties are yet to reach their target rent level. Because of their lower rent starting point, all homes are not forecast to reach their target rent until 2019/20 under the former rent policy.

4.5 Whilst the move to the new social rent policy represents potentially lower rent increases for tenants, the removal of rent convergence and change in formula represents a real, and significant, loss of rental income to the Council. More importantly it maintains the situation where existing tenancies are being charged considerably less rent than incoming new tenants. Currently tenants in neighbouring properties can pay up to £16.90 per week more/less for the same property. If the new guidance is adopted and the Council no longer continues to converge rents, these individual property differentials will only be closed when a property is moved to target rent when re-let.

4.6 There is no statutory underpinning for rent setting. Local authorities are free to set any rent they see fit as long as it meets the provisions of the 1985 Housing Act. Section 24 of the 1985 Act states the following:

24 (1) A local housing authority may make such reasonable charges as they may determine for the tenancy or occupation of their houses

24 (2) The Authority shall from time to time review rents and make such changes, either of rents generally or particular rents, as circumstances may require

4.7 The 1989 Local Government and Housing Act added clauses 24 (3) and 24 (4) which stated that in exercising their functions under this section, a local housing authority shall have regard in particular to the principle that the rents of houses of any class or description should bear broadly the same proportion to private sector rents of houses of any other class or description. However, this was repealed in England (it is still extant in

Wales) by the Local Government Act 2003. Therefore, local authorities have no restriction other than reasonableness when deciding on the basis to set rents.

- 4.8 However, Government guidance on rent increases has formed part of the HRA financial world for many years, and in the past factors such as the national Housing Subsidy system controlled rent increases by ensuring that any increase at a rate different to the policy level had a negative impact on income.
- 4.9 With the introduction of HRA Self-Financing in March 2012, the settlement which resulted in loans of £77m being taken on by the Council was calculated on the basis of projected income from rent convergence level increases, albeit with adjustments recognising the impact of the £2 above inflation increases. Therefore rents were increased to meet interest and debt repayment requirements in accordance with the projected levels in the Business Plan.
- 4.10 The application of the new rent policy guidance in North West Leicestershire therefore presents a potentially inequitable outcome which will retain large rental differences between neighbouring properties until they become vacant. A number of other Local Authorities are also considering alternative rent increase options for 2015/16 and beyond. All Councils are at different places in their rent convergence processes, as some started from higher average rent levels so had lower levels of increase to make each year. For those with most of their properties already at convergence levels, the impact of the new rent policy is far less significant on their future income projections than it is for Councils such as ourselves, with a majority of properties not yet at target rent levels.
- 4.11 The policy adopted by Cabinet in April 2008 means that empty properties are only moved to a target rent upon letting to a new tenant. Therefore, under the current approach, if a tenant has a tenancy that pre-dates April 2008 and transfers to another property, they will do so at the lower rent for that property rather than at the advertised target rent. Under a revised approach from 2015/16, it is proposed that all properties are re-let at target rent, regardless of the tenancy status of the incoming tenant.
- 4.12 Following a review of the current rent plan, the following rent increase options have been developed for consideration:

Option A – Former policy

Rents would be increased by the former rent guidance of RPI + 0.5% (+ £2 for those properties not at limit rent) which is due to end in March 2015. This option is a clear departure from the Government's revised guidance through continuation of the current policy and rent convergence.

Under this option, the rent levels of all properties would converge by 2019/20, ensuring all tenants pay the same rent for similar properties.

This option provides the HRA with higher rental income due to the 0.5% favourable position of the RPI based formula.

Subject to the level of future September RPI, our projections suggest that rent increases from 2017/18 may invoke a financial penalty through reduced Housing Benefit Subsidy as a result of the average rent exceeding the rent rebate subsidy limitation figure. Rent increase policy for 2017/18 and beyond should therefore make reference to the rebate subsidy limitation figure as prescribed by Government.

Option B – New Government guidance

This option implements the Government's revised guidance for social rents due to commence from April 2015 and would be followed with annual increases of CPI + 1% only, with no continuation of rent convergence.

Under this option the current inequity of tenants paying different rents for similar properties would remain. The 1,142 (26%) properties that have converged to date will remain at their target rent, with the remaining properties only being converged to target rent upon re-let. Tenants living in properties which have reached target rents would continue to pay lower rent increases, but on higher rent levels than their neighbours.

This option will generate significantly lower rental income than originally anticipated, and will limit future investment in our housing stock.

Since this option adheres to the governments guidance it is expected that the average rent will not exceed the rent rebate subsidy limitation figure and therefore there is a low risk of financial penalty.

Option C – Accelerated Convergence

Under this option the Government's revised guidance for social rents from April 2015 would be followed with annual increases of CPI + 1%, however rent convergence would continue at an accelerated rate of up to £4 per week.

Following this accelerated convergence path the majority of properties (94%) would converge by 2016/17 (and within the rent rebate subsidy limitation), with the remaining 6% by 2019/20. This option therefore presents a more equitable outcome with similar rent values being charged for similar properties.

This option will generate a higher rental income during the early years to 2019/20 as a result of the application of accelerated convergence at up to £4 per week for those properties not at target rent. Rental income and average rent per property will overall be lower than option A from 2017/18 onwards as a result of following the revised guidance in respect of CPI increases.

Subject to the level of converged properties and level of CPI in September 2015, rent increases from 2016/17 may impose a financial penalty through Housing Benefit Subsidy limitation as a result of the average rent exceeding the rent rebate subsidy limitation figure. Rent increase policy for 2016/17 and beyond should therefore make reference to the rebate subsidy limitation figure as prescribed by Government.

- 4.13 In respect of the above, new issues may be presented in future years upon the introduction of Universal Credit (UC). Detailed information is not currently available in respect of how the Housing element of UC will be calculated, however, should it be in line with the new government guidance for CPI formula rent increases, this may cause issues in terms of Housing Benefit eligible tenants UC benefit not being aligned with their rent.
- 4.14 Appendix C contains detailed projections with regards to these rent increase options over the next 10 years to 2024/25 including average rent levels and rent increases per year on a 50 week basis.

- 4.15 In light of the impact to future cash flows within the HRA Business Plan and the ability to meet investment needs and existing loan repayments, covered in section 6.0, it is recommended that Option C – Accelerated Convergence is followed for 2015/16.

5.0 SERVICE CHARGES, FEES AND OTHER CHARGES

- 5.1 Approximately one third of the Council's properties have a service charge, covering a range of items such as communal heating, communal lighting and the maintenance of communal areas. Service charges are covered by Housing Benefit, whilst all other fees and charges are not.
- 5.2 For 2015/16 average weekly service charges are proposed to be increased by 1.82%.
- 5.3 Central heating charges are proposed to increase by 10% as a result of proposed energy prices increases anticipated for 2015/16.
- 5.4 Garage rent levels are proposed to rise by 2.3% which is in line with the Retail Prices Index (RPI) as at September 2014.
- 5.5 Appleby Magna Caravan Site is a General Fund asset but managed by the Housing Service. Ground rents for the site are proposed to be increased by 2.3% on the anniversary of each individual rent agreement in 2015/16.
- 5.6 It is proposed that Lifeline Charges are increased by 2.3% from April 2014.
- 5.7 A table detailing each charge increase can be found in Appendix D.

6.0 HRA BUSINESS PLAN

- 6.1 Significant annual surpluses on the HRA are required in future years in order to meet the loan repayment commitments in the HRA Business Plan should the commitment to repay debt in 2021/22 be retained. The business plan model (please see Appendix E under HRA In Year Cashflow) shows projected surpluses that rise incrementally from £162k in 2017/18 to £2.513m in 2020/21.
- 6.2 As a result of Council's decision on 16 September to fund the additional costs associated with the Decent Homes programme, a funding shortfall of £3.3m currently exists in year 8, 2021/22, when two maturity loans of £10m and £3m fall due for repayment which must be factored into future planning.
- 6.3 The overall impact to the HRA Business Plan for 2015/16 and future years is ultimately dependant on the rent policy adopted as well as the level of voids which for modelling purposes is set at 1.8% in the medium term. As per the recommendation in 4.10 above, Option C – Accelerated convergence rent policy is recommended for implementation from 2015/16 and is presented within the budget proposals.
- 6.4 The budget for 2015/16 is therefore estimated (subject to the agreement of inclusion of proposals following consultation) to produce an operating surplus of £28k for the year. This will increase the estimated balance on the Housing Revenue Account at 31 March 2016 to £4.26m.
- 6.5 It is proposed to fund the estimated deficit of £95k in 2016/17 from HRA reserves, which is considered to be a prudent approach, as opposed to the alternative of borrowing money

and incurring additional interest costs. This will subsequently reduce the estimated balance on the Housing Revenue Account at 31 March 2017 to £4.16m. The balance on the HRA will subsequently increase to reach an estimated £7.86m by 2020/21.

6.6 The current funding shortfall of £3.3m in year 8, 2021/22, reduces to £1.24m as a result of the higher rental income realised under Option C.

6.7 The impact of the draft budget under each of the rent increase options presented in section 4 can be found in Appendix E. Under Rent Income, it should be noted that Option C produces an extra £9m of rent income over 10 years as opposed to Option B. Similarly, under HRA Borrowing, Option C assumes that to pay off the two maturity loans in 2021/22 will require a payment from the Council of £1.242m, whilst Option B would require the Council to invest £7.304m.

7.0 CONSULTATION PROCESS

7.1 The contents and appendices of this report, with the exception of options surrounding the rent increase, will be used to consult with Council tenants on the proposals for the 2015/16 Housing Revenue Account budget.

7.2 This will include consulting with tenant members of the Performance and Finance Working Group (the Council's Resident Involvement technical finance working group) and the Tenants and Leaseholders Consultation Forum (the Council's Resident Involvement decision making body) to review and comment on the proposals.

7.3 In addition, the contents and appendices of this report will be published on the Council's Housing internet page and available in hard copy format upon request.

7.4 A copy of the consultation timetable can be found in Appendix F.

8.0 ROBUSTNESS OF ESTIMATES AND ADEQUACY OF RESERVES

8.1 The Local Government Act 2003 requires the Council's Chief Financial Officer (Section 151 Officer) to comment on the robustness of the estimates and also on the adequacy of the proposed reserves. Members must have regard to these comments when making a decision on the budget proposals for the forthcoming year.

8.2 Taking into account identified risks, the Section 151 Officer considers that the estimates which form the Housing Revenue Account Budget for 2015/16 are robust and prudent and the proposals are deliverable.

8.3 The Section 151 Officer also considers that the overall level of Housing Revenue Account reserves is adequate.

Appendix A

Proposed Savings

Ref	Savings Bid Title	How will the Savings be Made?	Period	Income or Expenditure Budget	14/15 Budget	Value	Revised 15/16 Budget	Status
R1	External painting contract	Reduced provision as a result of the cyclical external painting programme. All external areas painted during 2014/15, future external painting programme schedule for 2019/20.	5 years	expenditure	85,000	20,000	65,000	G
R2	Energy performance certificates (EPC's)	Reduced provision as a result of all properties certification being updated following full stock condition surveys. Remaining budget provision to updated EPC as per government requirement of every 10 years.	on-going	expenditure	21,600	6,000	15,600	G
R3	Cleaning contract	Overall budget saving based on reduction in number of schemes requiring cleaning, including annual contract increase.	on-going	expenditure	83,340	6,100	77,240	G
R4	Reduction in budget for waste disposal	Reduced provision as a result of increase in recycling activity.	on-going	expenditure	37,540	8,450	29,090	G
R7	Reduction in revenue repairs	Reduced provision based on a forecast reduction of 5% in market rates for repairs.	on-going	expenditure	2,596,910	50,000	2,546,910	G
R8	2015/16 Rent increase	Annual rent increase at recommended rent increase option of CPI (1.2%) + 1% + £4 convergence factor where relevant (option c). Budget provision includes void loss of 1.8%	on-going	income	16,741,400	652,600	17,394,000	G
R10	2015/16 Services charge increase	Increased service charges based on assessment of individual cost areas. Proposed increase of 1.82%.	on-going	income	304,550	6,161	310,711	A
R14	Solid Fuel Servicing	Revised budget provision based on reduction in solid fuel properties for servicing. Includes provision for annual contract increase of 2.3%	ongoing	expenditure	38,040	13,960	24,080	G
R15	Recovered court cost fees	Increased provision based on recovery of increase in charges in respect of court costs	ongoing	income	9,800	6,500	16,300	G
R16	Revenue Contribution to Capital Outlay (RCCO)	Reduction in the estimated RCCO required to meet capital expenditure for 2015/16.	ongoing	expenditure	2,922,410	332,595	2,589,815	G
DMR	De-minimus savings (below £5k)	Increase in tenants insurance receipts £700 (R5); DD Promotions budget reduction £2,000 (R6); Reduction in protective clothing budget £1,000 (R9); Increase in Caravan site pitch fees £500 (R11); Increase in garage rent £1,900 (R12); Increase in lifeline charges £3,150 (R13)	ongoing	various		9,250		
TOTAL SAVINGS						1,111,616		

Proposed Investment

Ref	Investments Bid Title	What is the Investment for	Period	Income or Expenditure Budget	14/15 Budget	Value	Revised 15/16 Budget	Status
I4	Annual Servicing of smoke detectors	Provision for biennial servicing of smoke detectors on the basis of a 5 year programme consisting of a single visit to every property.	ongoing	expenditure	0	15,000	15,000	A
I6	Professional fees - court costs	Increased provision based on increase in charges in respect of court costs .	ongoing	expenditure	23,200	10,000	33,200	G
I8	Renewal of defective double glazed units	Provision to complete repairs to a 3 year backlog of defective double glazing.	1 year	expenditure	0	27,000	27,000	G
I9	Environmental repairs and improvements	Increase in provision to carry out programme of external works to pathways and pavements.	ongoing	expenditure	40,000	20,000	60,000	G
I11	Housing 'Health Check' recommendations	Provision to implement report recommendations following review.	1 year initially	expenditure	0	200,000	200,000	G
I14	Mobile working licence costs	Increased provision for annual charges for the mobile working and dynamic scheduling system.	ongoing	expenditure	110,160	21,600	131,760	G
I15	Increase in HRA salary provision	Increase in HRA salary provision based on incremental increases, pension costs and 1% pay of existing posts. Provision is net of changes to the existing structure, which include provision for the Director of Housing, and 0.5FTE Scheduler and removal of ICT Project Officer fixed term post, essential car allowances of x2 0.5FTE Resident Involvement Officer roles, 1FTE Logistics Support Officer, 1FTE Older Persons Project Officer and 0.5FTE Older Persons Team Leader.	ongoing	expenditure		6,800	6,800	A
I17	Housing apprentice	Cost of employing one Housing Apprentice.	ongoing	expenditure	0	6,000	6,000	G
I18	Older Persons service remodelling	Provision for potential costs associated with reshaping the Older Persons Service.	1 year	expenditure	0	20,000	20,000	G
DMI	De-minimus investments (below £5k)	Increase in gas servicing £3,260 (I1); Online document access for involved tenants £1,000 (I12); Increase in maintenance costs of older persons technology £993 (I16); Increase in void garden maintenance £3,670 (I19); Reduction in older persons income stream £610 (I20); budget reduction in central heating charges as a result of void loss £,3220 (I22)	ongoing	various		12,753		
TOTAL INVESTMENT						339,153		

2015/16 Rent Modelling Options Summary

Rent Models

Option A - Current policy RPI (2.3%) + 0.5% + £2

Option B - New Government guidance CPI (1.2%) + 1%

Option C - Accelerated Convergence CPI (1.2%) + 1% + £4

50 Week Rent	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Option A - Current policy	82.41	85.93	89.28	92.15	94.83	97.68	100.61	103.62	106.73	109.93
Option B - New Government guidance	80.52	82.29	84.10	85.95	87.84	90.48	93.19	95.99	98.87	101.83
Option C - Accelerated Convergence	83.15	86.21	88.23	90.24	92.23	95.00	97.85	100.78	103.81	106.92

Ave Wkly Increase (%)	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Option A - Current policy	4.60%	4.28%	3.89%	3.22%	2.91%	3.00%	3.00%	3.00%	3.00%	3.00%
Option B - New Government guidance	2.20%	2.20%	2.20%	2.20%	2.20%	3.00%	3.00%	3.00%	3.00%	3.00%
Option C - Accelerated Convergence	5.54%	3.68%	2.35%	2.27%	2.21%	3.00%	3.00%	3.00%	3.00%	3.00%

Ave Wkly Increase	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Option A - Current policy	3.62	3.53	3.34	2.88	2.68	2.84	2.93	3.02	3.11	3.20
Option B - New Government guidance	1.73	1.77	1.81	1.85	1.89	2.64	2.71	2.80	2.88	2.97
Option C - Accelerated Convergence	4.36	3.06	2.03	2.01	1.99	2.77	2.85	2.94	3.02	3.11

No of Units at Convergence	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25
Option A - Current policy	1399	1970	2889	3965	4139	all at target	all at target	all at target	all at target	all at target
Option B - New Government guidance	1142	1142	1142	1142	1142	1142	1142	1142	1142	1142
Option C - Accelerated Convergence	1987	4012	4188	4259	4279	all at target	all at target	all at target	all at target	all at target

Appendix D

COMPARISON OF 2014/15 AND 2015/16 HOUSING CHARGES							
Chargeable Service	2014/15		2015/16			2015/16 Comments	
	Estimates 2014/15	Charge	Estimates 2015/16	Increase/ (Decrease)	Percentage Change	Charge	Basis of Increase
Service charges	339,159	Varies per property	345,320	6,161	1.82%	Varies per property	Based on assessment of all chargeable services.
Central Heating (before adjustments to income for void loss)	113,097	0 Bed: £7.58pw 1 Bed: £9.13pw 2 Bed: £10.48pw 3 Bed: £12.04pw	124,557	11,460	10.00%	0 Bed: £8.72pw 1 Bed: £10.50pw 2 Bed: £12.05pw 3 Bed: £13.85pw	Based on market assessment of predicted increase in utility costs during 2015/16.
Garage & Garage Site Rent (before adjustments to income for void loss)	164,251	Garage: £6.11pw Site: £3.92pw	168,029	3,778	2.30%	Garage: £6.25pw Site: £4.01pw	RPI based increase in line with previous years.
Appleby Magna Caravan Site Rent (before adjustments to income for void loss)	22,688	Site: £30.25pw	23,213	525	2.30%	Site: £30.95pw	RPI based increase at anniversary date of each licence in line with previous years.
Shop Leases	14,300	n/a	14,300	0	0.00%	n/a	Proposal currently undetermined. Report to Cabinet timetabled for December 2014.
Tenants Contents Insurance	33,600	Premiums from £0.72p pw to £4.22pw	33,600	0	0.00%	Currently undetermined but expect premiums to be from £0.72p pw to £4.22 pw	Level of premium tenants will pay are currently dependent on negotiation of new contract. Procurement options currently under review are likely to result in no increase in premiums.
Lifelines for private customers	99,360	£42.68 per quarter	101,645	2,285	2.30%	£43.66 per quarter	RPI based increase in line with previous years.
Lifelines (East Midlands Housing Association)	37,350	Various depending on scheme	38,209	859	2.30%	Various depending on scheme	RPI based increase in line with previous years.
Choice Based Lettings Advertising Costs	28,000	n/a	28,000	0	0.00%	n/a	No increase proposed.
Total Services	851,805		876,873	25,068	2.94%		

2015/16 Rent Modelling Options Summary HRA Business Plan Impact

Option A - Current policy	RPI (2.3%) + 0.5% + £2
Option B - New Government guidance	CPI (1.2%) + 1%
Option C - Accelerated Convergence	CPI (1.2%) + 1% + £4

Capital Programme	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	Total			
Planned Expenditure	8,398	- 7,783	- 7,786	- 7,820	- 7,922	- 6,471	- 4,531	- 4,531	-	55,239		
Rent Income	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	Total	
Option A - Current policy	17,240	17,897	18,518	19,047	19,540	20,073	20,626	21,196	21,784	22,389	198,310	
Option B - New Government guidance	16,845	17,138	17,445	17,765	18,100	18,594	19,106	19,634	20,179	20,739	185,544	
Option C - Accelerated Convergence	17,394	17,953	18,302	18,651	19,004	19,523	20,060	20,615	21,187	21,776	194,466	
These values typically lower as affected by RTB's, Rent Loss due to Voids, Disposals etc												
HRA CFR Borrowing	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	Total	
Option A - Current policy	-	-	-	-	-	-	-	-	-	-	0	
Option B - New Government guidance	-	-	-	-	-	-	7,304	-	-	-	7,304	
Option C - Accelerated Convergence	-	-	-	-	-	-	1,242	-	-	-	1,242	
RCCO	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	Total	
Option A - Current policy	2,590	3,278	3,365	3,457	3,623	2,237	14,543	361	1,766	1,764	36,983	
Option B - New Government guidance	2,590	3,278	3,365	3,457	3,623	2,237	7,239	361	1,766	1,764	29,679	
Option C - Accelerated Convergence	2,590	3,278	3,365	3,457	3,623	2,237	13,301	361	1,766	1,764	35,741	
HRA In Year Cash flow (Deficit) / Surplus	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25	Total	
Option A - Current policy	-125	-152	376	811	1,138	3,064	-7,525	6,348	5,559	6,193	15,686	
Option B - New Government guidance	-518	-907	- 696	-474	-311	1,567	-1,837	4,427	3,584	4,162	8,997	
Option C - Accelerated Convergence	28	-95	162	418	605	2,513	-6,865	5,704	4,895	5,509	12,875	
HRA Closing Balance	2015/16	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22	2022/23	2023/24	2024/25		
Option A - Current policy	4,104	3,952	4,328	5,138	6,277	9,341	1,816	8,164	13,722	19,915		
Option B - New Government guidance	3,712	2,804	2,108	1,634	1,323	2,891	1,053	5,480	9,063	13,226		
Option C - Accelerated Convergence	4,257	4,162	4,325	4,742	5,347	7,860	995	6,699	11,594	17,104		

Consultation and approval of HRA 2015/16 Budget Timetable

Date	Item	Information
1 December 2014 to 16 January 2015	Consultation with customers	Consultation with: <ul style="list-style-type: none">• All customers via NWLDC website• Tenant members of the Performance and Finance Working Group (4 December 2014)• Members of Tenants and Leaseholder Consultation Forum (via letter)
10 February 2015	Cabinet Meeting	Recommendations to Council
24 February 2015	Council	Approval of Budget

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 18 NOVEMBER 2014

Title of report	APPROVAL OF HOUSING POLICIES
Key Decision	a) Financial Yes b) Community Yes
Contacts	Councillor Roger Bayliss 01530 411055 roger.bayliss@nwleicestershire.gov.uk Director of Housing 01530 454819 glyn.jones@nwleicestershire.gov.uk Head of Housing 01530 454780 chris.lambert@nwleicestershire.gov.uk
Purpose of report	To seek approval to implement the policies.
Reason for Decision	Policies have been reviewed and created to reflect the requirements of the service for the medium term.
Council Priorities	Safer and Healthier Communities Value for Money
Implications:	
Financial/Staff	The services detailed in the policies can be met from within the existing approved Housing Revenue Account budget.
Link to relevant CAT	Welfare Reform Corporate Action Team
Risk Management	This report outlines the approach in specific service areas to managing and mitigating against risks.
Equalities Impact Screening	No implications apparent.
Human Rights	No implications apparent.
Transformational Government	Through the creation of a strong policy framework the approval of this report will support the delivery of more efficient services and associated decision-making process.

Comments of Head of Paid Service	The report is satisfactory.
Comments of Section 151 Officer	The report is satisfactory.
Comments of Monitoring Officer	The report is satisfactory.
Consultees	Directorate Management Team; Tenants & Leaseholders Consultation Forum; Service Area Working Groups.
Background papers	Executive Board 12 June 2007 , Cabinet 17 July 2012 , 5 March 2013
Recommendations	THAT CABINET APPROVES THE ADOPTION OF THE POLICIES DETAILED IN APPENDIX A OF THIS REPORT

1.0 INTRODUCTION

- 1.1 A number of policies have been identified for review and development and grouped together into Phases. The depth of the review depended on whether there have been changes to legislation, structure and any identified learning from feedback and recognised good practice.
- 1.2 The policies have been reviewed or compiled with officers and tenants from the relevant Working Group. Policies will be constantly refined and updated to reflect changes in legislation and the service priorities of the Council.
- 1.3 The extent of the review of the policies is shown in the table below. The relevant Tenant Working Group has been consulted and shown below.

Ref	Policy Description	Comments
01	HRA Discretionary Fund	This will now be a contribution to the corporate Discretionary Housing Payment fund. Therefore a separate policy is not required. The Housing Management Working Group was involved in developing the policy.
02	Under Occupation Policy	Refresh and introduction of an incentive for people affected by the Under Occupation charge if they move to smaller accommodation. The Housing Management Working Group was consulted on the draft policy.
03	Garage Policy	This is a new policy which introduces a range of options for the future of garages sites and hard standings depending on the level of demand and investment required, The Housing Management Working Group was consulted on the draft policy.

04	Tenancy Policy	This is a new policy that explains the approach the Council will take to ensure efficient use of its housing stock by issuing tenancies that are compatible with the purpose of the accommodation, the needs of the household and the sustainability of the community. The Housing Management Working Group was involved in developing the policy.
05	Aids & Adaptations Policy	Refresh of the policy. The Repairs Working Group was consulted on the draft policy.
06	Rechargeable Repairs Policy	Refresh of the policy. The Repairs Working Group was consulted on the draft policy.

1.4 The draft policies are attached as Appendix A.

2.0 NEXT STEPS

2.1 Procedures to underpin the policies will be developed to achieve consistency in the application and interpretation of the policies and these are scheduled for completion by the end of December 2014.

2.2 In order to ensure customers are advised and informed of changes to service, key staff not already involved in the review of the policy will receive training prior to the implementation of the policy by the end of December 2014.

2.3 A communications plan will be developed to appropriately publicise the revised under occupation incentive scheme to increase the supply of family homes.

3.0 RESOURCE IMPLICATIONS

3.1 The resources for the services proposed in the policies referred to in this report can be met from within the existing approved Housing Revenue Account budget.

HOUSING SERVICES

Area : Housing Management
Department : Housing Management
Subject : Under Occupation Policy

Procedure Ref: HM-
Date approved: 22.5.12 (Cabinet)

Owner: Housing Management Team Manager
Effective date: June 2012

Please state what policy & documents (if any) this procedure is linked to:

- Allocation Policy
- Void Lettable Standard
- Rechargeable Repairs Policy

Version	Date	Details of amendment	Creator/amender	Approved by	Next review due
1	27.3.12	N/A	Amanda Harper	Chris Lambert	2015/16
2	7.7.14	* Amended eligibility criteria * Amended incentive scheme payment	Amanda Harper		2017/18

Copies of this document are available upon request and can be obtained in large print or translated into other languages, if required.

1. INTRODUCTION

- 1.1 This policy explains who is eligible to apply for a financial incentive to move and how the Council can help residents to move to a smaller sized accommodation if they want to.
- 1.2 The Under Occupation Policy is intended to increase the number of family homes that become vacant each year by managing under-occupation in our houses to make best use of our housing stock.

2. DEFINITIONS

- 2.1 For the purpose of this policy, the following definitions apply:
- Under-Occupation is where a resident is living in a house which is too large for their housing need in accordance with our Allocations Policy or in accordance with the Department of Works and Pensions (DWP) assessment for the under occupation charge. The DWP assessment applies to working age households only.
 - The Under Occupation Incentive will financially help current tenants to move to a smaller property.
 - A transfer is where a household moves from one property to another.

3. ELIGIBILITY

- 3.1 Council tenants will be considered for the incentive scheme if they are:
- A transfer applicant of a house and apply to move to a supported or sheltered property or
 - A transfer applicant of working age who is affected by the Under Occupation Charge and apply to move to a smaller Council or Housing Association general needs property where no charge would apply based on their household size at the time of the move.

In addition to the above, the payment will only be made providing the tenant:

- Is a secure Council tenant
 - Has a clear rent account or has agreed to use the incentive payment to clear the rent account
 - Has kept their home and garden in a clean and reasonable condition
 - Has kept to the terms of their tenancy agreement
- 3.2 A transfer applicant who is unable to manage their current property due to ill health or disability will be considered for the incentive scheme and the costs of remedial works to bring the property they vacate to the void lettable standard will be deducted from the incentive payment.
- 3.3 Residents will not transfer to a property which they will under occupy.

3.4 Tenants will only be eligible for one incentive payment.

4. INCENTIVE PAYMENTS

4.1 The Council will pay a total of £2,000 to the tenant who moves from a house to a supported or sheltered property.

4.2 The Council will pay a total of £1,000 to the tenant liable to pay the under occupation charge in their current home who moves to a smaller Council or Housing Association property where no charge would apply based on their household size at the time of the move.

4.3 The payment will be made in two parts, 50% at the time of signing the agreement for the new property and the balance following the deduction of any rechargeable works items, unless otherwise agreed with the tenant during the home inspection prior to the move.

5. MONITORING AND EVALUATION

5.1 The delivery of this policy and the overall success will be monitored by using a mixture of indicators aimed at measuring success and speed of internal processes, such as:

- Number of tenants benefitting from the Incentive Scheme
- Number of family homes released
- Tenant satisfaction

5.2 The policy will be reviewed in 2017/18 and/or in response to legislative changes, feedback or recognised good practice.

6. EQUAL OPPORTUNITIES POLICY

6.1 The Council is committed to reflecting, embracing and promoting the diversity and inclusion of individuals and groups of people. We recognise that by understanding the differences between people, we will be able to provide better services.

6.2 Our staff are trained to recognise and understand what different customer needs may be so that we can ensure our services are accessible to all.

HOUSING SERVICES

Area : Housing Service
Department : Housing Management and Repairs and Investment
Subject : Garage Policy

Procedure Ref: HM-
Date approved:

Owner: Housing Management Team Manager
Effective date: October 2014

Please state what policy & documents (if any) this procedure is linked to:

- Garage Allocation Policy
- Repairs Policy
- Rechargeable Repairs Policy

Version	Date	Details of amendment	Creator/ amender	Approved by	Next review due
1	7.7.14	N/A	Amanda Harper		2017/18

Copies of this document are available upon request and can be obtained in large print or translated into other languages, if required.

1. INTRODUCTION

- 1.1 This policy explains the approach the Council will take in managing its garage sites and hard standings.
- 1.2 The Garage Policy is intended to effectively determine the financial investment of garage sites, garages and hard standings or disposal opportunities.

2. DEFINITIONS

- 2.1 For the purpose of this policy, the following definitions apply:
 - A garage site contains garage structures erected by the Council.
 - Hard standings are typically concrete bases or areas identified as parking spaces used exclusively by the licensee.

3. APPROACH

- 3.1 In order to determine the future financial investment of garage sites and hard standings, an assessment of each site will be undertaken, taking account of information on the occupancy, demand and cost of improvement.
- 3.2 The information collated will be used to place each of the sites in one of the following categories:
 - i) Retain and Improve
 - ii) Retain for Affordable Housing (development by the Council or a Registered Provider)
 - iii) Consider for disposal – sites with a significant commercial value
 - iv) Retain as open space
- 3.3 A phased programme of works will be scheduled to undertake the works at those sites identified as Retain and Improve. The timescale for the works will be determined by the cost of works.
- 3.4 Consideration for additional capital funding can be undertaken as part of the annual budget process.
- 3.5 The existing governance arrangement would be followed prior to the disposal of any site.

4. MONITORING AND EVALUATION

- 4.1 The delivery of this policy and the overall success will be monitored by using a mixture of indicators aimed at measuring success and speed of internal processes, such as:
 - Levels of occupancy and income levels
 - Levels of demand
 - Local resident satisfaction

- 4.2 The policy will be reviewed in 2017/18 and/or in response to changes in the occupancy and demand levels, investment requirements, legislative changes, feedback or recognised good practice.

5. EQUAL OPPORTUNITIES POLICY

- 5.1 The Council is committed to reflecting, embracing and promoting the diversity and inclusion of individuals and groups of people. We recognise that by understanding the differences between people, we will be able to provide better services. Our staff are trained to recognise and understand what different customer needs may be so that we can ensure our services are accessible to all.

HOUSING SERVICES	
Area	: Housing Service
Department	: Housing Management
Subject	: Tenancy Policy

Procedure Ref: HM-
Date approved:

Owner: Housing Management Team Manager
Effective date: October 2014

Please state what policy & documents (if any) this procedure is linked to:

- Allocation Policy
- Housing Strategy
- Homelessness Strategy

Version	Date	Details of amendment	Creator/ amender	Approved by	Next review due
1	7.7.14	N/A	Amanda Harper		2017/18

Copies of this document are available upon request and can be obtained in large print or translated into other languages, if required.

1. INTRODUCTION

- 1.1 This policy explains the approach the Council will take to ensure efficient use of its housing stock, by issuing tenancies which are compatible with the purpose of the accommodation, the needs of individual households and the sustainability of the community.
- 1.2 The concept of Tenancy Policies was introduced initially as part of a wider package of social housing reforms implemented through the Localism Act. The tenancy policy aims to clarify:
- How we will use the new range of tenancy options available to us
 - How, as a landlord, we will provide support to tenants
 - How we will prevent unnecessary evictions
 - How we will tackle tenancy fraud
 - How we will use discretionary succession rights
- 1.3 In developing this policy, the Council has consulted with involved tenants and undertaken wider consultation with tenants and applicants. It has also had regard to the Tenancy Strategy, the Homelessness Strategy and the Allocations Policy.

2. DEFINITIONS

- 2.1 For the purpose of this policy, the following definitions apply:
- An Introductory Tenancy is for a period of 12 months unless the Council elects to extend the period for a further six months. At the end of the period the tenancy will convert to a Secure Tenancy unless proceedings for possession have begun.
 - A Secure Tenancy is effectively a life time tenancy and can only be ended by the Council by obtaining a court order for possession.
 - Fixed Term Tenancies are tenancies for a period of not less than two years, and may be brought to an end if the type of property occupied is too large or if the tenant's financial circumstances enable them to access the privately rented sector or to purchase a property.
 - Involved Tenants are tenants who volunteer their time to participate in formal resident involvement meetings.
 - Succession is where the tenancy may transfer to another person upon the death of the tenant.

3. APPROACH

- 3.1 The Council recognises the importance of tenure security in both developing and maintaining stable and viable communities and will continue to ensure, through the allocations policy, that it continues to make best use of stock, particularly those properties that benefit from adaptations or conversions.
- 3.2 The income levels of new or transferring home seekers will be assessed against the limitations set in the allocations policy.

3.3 Currently, the Council does not intend to introduce fixed term tenancies.

3.4 The Council will offer two types of tenancies:

Type of Tenancy	Proposed Length of Tenancy	Tenancy Reviews	Reason for using this type of tenancy
Introductory	12 months	First review at 6 weeks, then quarterly reviews and the option to extend the introductory tenancy for a further six month period. More frequent reviews will be undertaken based on the risk assessment undertaken at the beginning of the tenancy.	For all new tenants to demonstrate their ability to comply with the tenancy terms and conditions. If enforcement action is required, the route to obtain possession is enabled through mandatory powers for possession.
Secure	Lifetime	First review at 6 weeks, then as appropriate based on the risk assessment undertaken at the beginning of the tenancy.	Secure tenants are available to existing secure or assured tenants who are transferring to another social housing property.

3.5 Vulnerable Customers

Vulnerable customers will have access to additional support to help understand their tenancy and the review process. This support may be provided by our own staff or other appropriate support agencies. A vulnerable customer is one who needs support to maintain their tenancy, for example, because of health, age or personal circumstances.

The Council's Tenancy Support Officer will provide extensive support for a fixed period appropriate for the individual's circumstances and will usually be for the most vulnerable tenants to enable them to sustain their tenancy and avoid any unnecessary eviction.

3.6 Tenancy Fraud

Tenancy fraud will be investigated by the Housing Management team and where any instances of potential tenancy fraud are discovered, both criminal and civil enforcement action will be taken. Information will be shared with other Council departments and government bodies, as appropriate. Examples of tenancy fraud include:

- Sub letting
- Unauthorised assignment (including by mutual exchange)
- Wrongly claimed succession
- Right to Buy fraud
- Obtaining a tenancy by false statement or knowingly withholding relevant information
- Not using the property as the main or principle home

3.7 Mutual Exchanges and Transfers

Tenants wishing to move to another social housing property are encouraged to seek to move via a mutual exchange rather than via the sub regional choice based lettings scheme. The tenant must obtain permission from the Council as their landlord before a mutual exchange can proceed.

Tenants wanting to move via the sub regional choice based lettings scheme will be assessed to determine their housing need. The tenants will be placed in one of four bands to reflect their housing need. Tenants affected by the under occupation charge will be placed in the high band to enable a move to a smaller, more affordable home. An incentive scheme is also available to tenants wishing to downsize.

Support and assistance to move can also be provided by the Tenancy Support Officer and the Council's Housing Choices Team.

3.8 Assignments and Successions

The Localism Act 2011 changes the automatic right of succession for all new secure tenancies. There is now only a statutory right of succession to a spouse or partner. There is no right of succession for family members who have lived with the deceased tenant for 12 months prior to the tenant's death.

The Act does give local authorities the power to grant additional contractual succession rights in their tenancy terms. In order to promote best use of our housing stock, the Council will not grant additional contractual tenancy succession rights when it next reviews its tenancy agreement.

4 MONITORING AND EVALUATION

4.1 The delivery of this policy and the overall success will be monitored by using a mixture of indicators aimed at measuring success:

- Levels of occupancy
- Levels of demand
- Local resident satisfaction

4.2 The policy will be reviewed in 2017/18 and/or in response to legislative changes, feedback or recognised good practice.

5 EQUAL OPPORTUNITIES POLICY

5.1 The Council is committed to reflecting, embracing and promoting the diversity and inclusion of individuals and groups of people. We recognise that by understanding the differences between people, we will be able to provide better services.

Our staff are trained to recognise and understand what different customer needs may be so that we can ensure our services are accessible to all.

HOUSING SERVICES

Area : Housing Service
Department : Repairs and Investment Team
Subject : Aids and Adaptations Policy

Procedure Ref: HR-
Date approved:

Owner: Housing Repairs and Investment Team Manager
Effective date: October 2014

Please state what policy & documents (if any) this procedure is linked to:

Version	Date	Details of amendment	Creator/ amender	Approved by	Next review due
1	5.8.14	N/A	Mark Tuff		2017/18
2	17-09-14	N/A	Mark Tuff		2017/18

Copies of this document are available upon request and can be obtained in large print or translated into other languages, if required.

1. INTRODUCTION

1.1 This policy explains the approach the Council will take in managing it's the Aids and Adaptation Works.

2. The scope of the policy

2.1 This policy specifically refers to Adaptations carried out for tenants of the Council managed by the Housing Services Division within the Community Directorate. All references within the policy document referring to tenants/ customers are Council housing tenants, and all references to landlord are referring to the Council in its landlord capacity.

3. Associated documents

3.1 In formulating this document, we have taken into account 'Managing Housing Adaptations in Leicestershire Code of Practice', which the Council has signed up to, we have endeavoured to incorporate some 42 elements of good practice identified by the Audit Commission via Housemark.

4. General background information

4.1 Within the North West Leicestershire District as a whole, 21% of the population are aged 45-59 years, with a further 22% who are over 60 years of age. This is an accurate reflection of both national and regional averages for these two age groups.

4.2 With 43% of the population greater than 45 years of age, there is a demand for the aids and adaptations service in the District.

5. Source of funding

5.1 The Council provides funding each year for the provision of Adaptations to enable tenants to remain in their home for as long as it is safe and reasonable to do so. For Council Housing tenants /customers the majority of the funding comes from the Housing Service's Capital budget, with some provision for more costly works through the use of the Disabled Facilities Grant.

5.2 However, the Disabled Facilities Grant is administered by a different service within the Council, and although it is generally applicable to anyone regardless of their tenure, there are some restrictions which apply to Council Housing tenants.

5.3 The Disabled Facilities Grant is currently funded on a 60%:40% ratio with Central Government providing 60% of the grant and the Council topping up the rest of the grant. The main difference for Council Tenants is that they are not currently eligible to apply for the main proportion of the grant funded by Central Government (i.e. currently 60% of the grant), only the top-up amount can be used to fund Adaptations for Council Tenants. This arrangement is due to be reviewed at a later date through the Disabled Facilities Grant modernisation process being undertaken by Central Government.

6. Major and Minor Adaptations

6.1 Minor Adaptations

Minor adaptations are classed as any adaptation work costing below £400. Such adaptation works can be carried out without the need for a referral from Social Care Services. The budget for minor adaptations comes from the Housing Revenue Account. The following are examples of minor adaptations:

- Lever taps
- Visual smoke detectors
- Visual door bells
- Half steps
- Small Ramps

Whilst grab rails are a minor adaptation when based on cost, the Repairs and Investment Team members are not qualified to always assess the correct position for a grab rail that best benefits the tenant. If there is here is any doubt where a grab is required, advice will be sought from Social Care Services.

6.2 Major Adaptations

All other adaptation work costing in excess of £400 is classed as a major adaptation. The works will only be carried out once a referral has been received from Social Care Services and a subsequent decision has been made by the NWLDC Housing Adaptations Review Panel. Social Care Services will use their own three tier priority scoring system to provide advice as to the urgency of the adaptation requested.

The following are examples of major adaptations:

- Level access showers
- Major structural conversions
- Stair lifts/ through floor lifts

7. Portable and temporary equipment

7.1 Portable or temporary appliances such as bath or shower seats, temporary ramping etc are provided by Social Care Services, not by the Council. NWLDC will advise where temporary aids or devices can be obtained for clients to purchase themselves.

8. Assessment of Suitability of Accommodation

8.1 If the tenant's property is not considered suitable for an adaptation, the adaptation request will be declined. Reasons for refusing an adaptation request include, ability for the property to be adapted, the property layout, floor level and the potential impact the proposed adaptation could have on the ability to let the property in the future, if the adaptation works were carried out.

8.2 When a proposed adaptation would require structural conversion works to be carried out to a property, the Council will initially assess if suitable alternative accommodation is currently or will become available within a reasonable time. The suitable alternative accommodation will either negate the need for the adaptations requested or be more suitable to be adapted. In such cases, the tenant will be treated as a high priority banding on the Housing Register to ensure that they are able to move into the alternative property as soon as is practicable.

8.3 Applicants whose home is considered larger than their requirements warrant (i.e. in line with Mutual Exchange Occupancy standards), or have submitted a right to buy or transfer application, or have terminated their tenancy, will not be eligible for adaptation works. Any tenant subject to a possession order will also not be eligible unless otherwise agreed by the Head of Housing.

8.4 Where alternative accommodation is being considered, the likely impact of moving house should be assessed in relation to the customer's personal, circumstances including their current health, to ensure that the process of moving will not have a serious adverse affect upon their health.

9. Appeals and complaints process

9.1 The priority given to tenants seeking an adaptation is not subject to an appeal process. The priority is based on the professional opinion of the OT.

9.2 However, if a customer believes that the procedure has not been properly applied in reaching the final decision, they may appeal in writing and ask for the decision to be reconsidered.

9.3 The Appeals Panel is independent of the Service Area that directly delivers the Adaptations Service and consists of two Officers and two Customer volunteers, as follows:

- Team Manager
- Customer Team Representative
- Two trained customer volunteers

9.4 All Appeals will be acknowledged in 2 working days and a full response outlining the Appeals decision will be aimed to be completed within 20 working days. If there are any other complaints in relation to the adaptation service, these will be dealt with in line with the Corporate Complaints Procedure.

10. Monitoring and Evaluation

10.1 The delivery of this policy and the overall success will be monitored by using a mixture of indicators aimed at measuring success and speed of internal processes, such as:

- feedback from Social Care Services
- Recognised good practice
- The review of appeal panel decisions and outcomes
- Levels of demand
- Feedback on satisfaction with the process and outcome for individual tenants

11. Equal Opportunities Policy

- 11.1 The Council is committed to reflecting, embracing and promoting the diversity and inclusion of individuals and groups of people. We recognise that by understanding the differences between people, we will be able to provide better services.
- 11.2 Our staff are trained to recognise and understand what different customer needs may be so that we can ensure our services are accessible to all.

HOUSING SERVICE RECHARGEABLE WORKS POLICY

Ref No: TBC

Policy Author: M Tuff

Reviewed by: C Lambert

<u>Policy approved by & date (delete those not required)</u>					
Repairs Working Group	<input checked="" type="checkbox"/>				
Tenants & Leaseholders Consultation Forum	<input checked="" type="checkbox"/>				
Corporate Leadership Team	<input checked="" type="checkbox"/>				
Cabinet	<input checked="" type="checkbox"/>				
Date approved: 05/03/2013					
<u>Name and Date approved by Team Manager</u>	November 2012 Mark Tuff				
<u>Equality Impact Assessment undertaken</u>	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Yes <input checked="" type="checkbox"/></td> <td style="width: 50%;">No <input type="checkbox"/></td> </tr> <tr> <td>Date approved: September 2012</td> <td>Please state why:</td> </tr> </table>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Date approved: September 2012	Please state why:
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>				
Date approved: September 2012	Please state why:				
<u>Departments affected</u>	All of Housing Services				

Version	Date approved	Details of amendment	Creator/ amender	Approved by	Next review due
1		Document Review	Mark Tuff		2016
2	05/03/2013	Approval	Mark Tuff	Cabinet	2016
3	13/07/2014	Document review see Appendix 1	Mark Tuff		2017

1. Introduction

- 1.1 The Council has a legal obligation to keep tenants' homes in a good state of repair.
- 1.2 The vast majority of tenants take real pride in their homes, however, there are a small number who cause damage to their properties, fixtures and fittings, either as a deliberate act or through an accident.
- 1.3 The Council does not consider it to be fair that all tenants should cover the costs of putting the repairs caused as a result of deliberate or accidental acts. Therefore tenants those who cause damage deliberately or by neglect should pay for the additional works required to their properties.
- 1.4 The purpose of this Policy is to clarify the circumstances in which a tenant will be recharged with the cost of carrying out works. This is to ensure that their home will be properly maintained and will not fall into a state of disrepair.
- 1.5 Every new tenant at the point of sign up, is advised to obtain household insurance, which should include cover for damage by acts of vandalism, accident or attempted or actual burglary. In addition to this there has been regular publicity to all households, via the tenant's newsletter, about the Council's own contents insurance scheme.
- 1.6 The Council may carry out works which are the responsibility of the tenant to a property, where the tenant has requested the works or where there is a necessity for such works. Such works are deemed "Rechargeable Works".
- 1.7 By applying recharges in relevant situations, the Councils intention is to ensure there are adequate financial resources for the maintaining and improvement of its properties.
- 1.8 Advertising and implementation of this Policy by the Council should result in a reduction in the number of recharges to both occupied and empty properties.
- 1.9 For empty properties this should result in a reduced turnaround time and reduce the cost of repairing properties to an acceptable lettable standard.
- 1.10 It will also assist the Council to deliver a flexible, customer focused, value for money housing service.

2.0 Objectives

2.1 The objectives of the Policy are:

- To support the process of advising tenants as signatory to the tenancy agreement of the approved Rechargeable Works Policy that has been consulted upon and implemented.
- To identify the procedure that advises tenants of their responsibilities.
- To support the process of advising tenants as signatory to the tenancy agreement of their obligation to arrange and pay or reach an agreement to pay for work which is their responsibility.

- To identify the circumstances where works are to be recharged to a tenant, to recover the cost to the Council, in carrying out such works.
- To ensure that all finances available to the repairs and investment service are spent fairly on legitimate works.
- To ensure that the Council is able to recover the costs of works due to deliberate damage or neglect from tenants, their family members or their visitors.
- The Council will be proactive in preventing the need arising for rechargeable works by referring to the Policy when a repair is reported
- The Policy also identifies the criteria that need to be met before any recharge is made and the information to be provided following any rectification work undertaken by the tenant.
- The recharge made must be fair and accurate.
- The recharge must be reasonable, and be substantiated with documentary evidence. For instance ensuring that allowance has been made for fair wear and tear.
- The recharge applied is consistent in comparison with other recharges made and is in line with this Policy.
- The tenant of the property must be pursued for prompt payment upon completion of the work, or a payment plan agreed.
- That there is a provision within the existing Tenancy Agreement for a recharge to be made. The tenant as the signatory to the tenancy is liable for the rechargeable costs.
- The damage has been caused by a thoughtless or wilful act for which the Police have not provided a crime or incident number.

3. Who the Policy applies to

3.1 Rechargeable works apply to all Tenants for repairs that would normally be the responsibility of the Council if they occurred through normal wear and tear, but is only necessary because the tenant has not acted in accordance with their Tenancy Agreement and has either done something or failed to do something that has caused the works to be necessary.

3.2 A tenant cannot avoid a recharge by claiming that someone else caused the damage. The Tenancy Agreement states that the tenants as the signatory to the Tenancy Agreement are responsible for the actions of members of the household (including pets) and actions of visitors. However, if the damage occurred as a result of anti-social behaviour/domestic violence, the tenant should be advised to report the incident to the Police.

3.3 The Council is responsible for repairing and maintaining the structure of the property, including all external components and some internal fixtures and fittings originally provided by the Council and those fitted by the tenant but subsequently adopted by the Council.

3.4 Where a tenant or their representative reports a repair, which is their responsibility or work is identified which is not considered to be the Council's responsibility, the tenant will be advised of this and that it is their responsibility to arrange and pay for the work to be undertaken. All work must be undertaken by a competent person and in the case of structural, electrical, gas and heating works, by an industry accredited contractor.

3.5 The tenant will need to appoint their own contractor and will only be recharged if upon inspection, the work does not meet the agreed standard resulting in the Council undertaking the works.

4. Scope of Policy

4.1 Rechargeable works are defined as works carried out by the Council, which are the responsibility of the tenant as the signatory to the tenancy.

4.2 The Council will make all efforts to recover its costs in carrying out such works, as failure to recover costs affects the Council's resources to carry out other work to its properties.

4.3 In addition, an 'abortive visit' recharge cost may be made where the tenant fails to allow access following a pre-arranged appointment.

4.4 The Council aims to ensure that all services to its tenants are provided to standards that it has approved. It recognises that circumstances arise when it is necessary to recover costs from tenants and others where the Council have carried out work that is the responsibility of the tenant or other person.

4.5 The Council will, where possible, avoid carrying out work which is the tenants responsibility, and encourage tenants to arrange for the work to be carried out using their own contractor. This is to avoid any financial risk to the Council through non-recovery of its costs and to eliminate the operational impact of having to carry out the work. Any works planned by the tenant must receive approval before commencement and will be subject to an inspection on completion to ensure they have been carried out to agreed standards and certification where applicable.

5. Legal Framework

5.1 There are regulatory and legal requirements that directly impact this Policy.

5.2 The Council will ensure that its approach to repairs and maintenance is in line with the Homes & Communities Agency's regulatory code and guidance.

6. Equal Opportunities Policy

6.1 The Council will ensure that in implementing this Policy it will not unfairly discriminate against any individual, household or group. This includes grounds of sex or marital status, race, disability, age, sexual orientation, language or social origin, other personal beliefs or opinions such as religious beliefs or political opinions.

6.2 To ensure the fair implementation of this Policy an Equality Impact Assessment has been approved in accordance with this document.

7. Performance Measures & Targets

7.1 In order to comply with its service commitments to continually improve the service, the Council will monitor the effects of the Policy, and the impact of the Policy in relation to equality.

8. Review of this Policy

8.1 The Policy will be reviewed every 3 years (from the date approved), to ensure its continuous suitability, adequacy and effectiveness or as required by the introduction of new legislation or regulation that impacts on the obligations of the Housing Service to recover its costs in undertaking rechargeable works.

8.2 Members of the Repairs Working Group have been consulted in the development of this Policy and will be consulted on all future changes or revisions.

9. Responsibility

9.1 The effective implementation of this Policy is the responsibility of the Repairs & Investment Team Manager.

9.2 The Repairs & Investment Team Manager is responsible for making sure that staff are aware of this policy, what best practice is, and what the regulatory and statutory requirements are.

9.3 All Service Team Managers are responsible for making sure that they and their staff work within this policy and the relevant procedures. They must act as role models for their staff in demonstrating how it should be followed in day-to-day operations.

10. Appeal & Dispute Process

10.1 Tenants who wish to appeal or dispute against any recharges should be advised to write to the nominated officer explaining why they are not responsible for the works. Documentary evidence to support the appeal/dispute should be provided.

10.2 If the tenant is not satisfied with the outcome of the appeal or dispute, their complaint will be entered into the corporate complaints procedure.

10.3 Any complaints arising from the use of this Policy will be addressed under the Council's Corporate complaints process. Details of the complaints process are available via:

- The Councils Website
http://www.nwleics.gov.uk/pages/complaints_comments_and_compliments.
- Telephoning the Council on 01530 45454
- Writing to the Council at Council Offices, Coalville, Leics, LE67 3FJ
- By emailing feedback@nwleicestershire.gov.uk

10.4 The above methods can also be used to submit complaints or any other feedback you may have.

11. Associated Documents

11.1 The Secure Tenants of Local Housing Authorities (Right to Repair) Regulations 1994
NWLDC Housing Services Repairs & maintenance Policy.

Appendix : Amendments

- **Section 2:**
 - **Amended** Crime number **to** Crime or Incident number

- **Section 3:**
 - **Amended** Crime number **to** report the incident to the police.
 - **Inserted** - All work must be undertaken by a competent person and in the case of structural, electrical, gas and heating works, by an industry accredited contractor.

- **Section 4:**
 - **Amended** - Once empty, the property will again be surveyed to identify the full extent of the void works required, including any outstanding rechargeable works. **To also include** - including the removal of rubbish.
 - **Amended** - fixed call out charge **from** £85 **to** £80
 - In the case of Out of Hours works, an additional fixed call out charge of £80 will be added to the agreed Schedule of Rates and appropriate VAT charge.

- **Section 9:**
 - **Removed** - The Performance Officer is also responsible for guiding and assisting staff in carrying out this policy.

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 18 NOVEMBER 2014

Title of report	AUTHORITY TO AWARD BANKING CONTRACT
Key Decision	a) Financial Yes b) Community No
Contacts	Councillor Nick Rushton 01530 411055 nicholas.rushton@nwleicestershire.gov.uk Chief Executive 01530 454500 christine.fisher@nwleicestershire.gov.uk Head of Finance 01530 454520 ray.bowmer@nwleicestershire.gov.uk
Purpose of report	To inform Cabinet of the re-tendering of the Council's banking contract commencing on 1 February 2015 and to seek delegated authority to award the contract.
Reason for Decision	The level of potential expenditure exceeds the authority threshold in the Scheme of Delegation.
Council Priorities	Value for Money
Implications:	
Financial/Staff	The use of an established framework contract will allow the most economically advantageous bids to be selected, achieving an efficient service for the Council over the life of the contract.
Link to relevant CAT	Not applicable
Risk Management	Not applicable
Equalities Impact Screening	Not applicable
Human Rights	None discernible
Transformational Government	Not applicable

Comments of Head of Paid Service	The report is satisfactory
Comments of Section 151 Officer	As author of the report, the report is satisfactory
Comments of Monitoring Officer	The report is satisfactory
Consultees	None
Background papers	None
Recommendations	<p>THAT CABINET</p> <p>(1) NOTES THE TENDER PROCESS SELECTED FOR THE BANKING SERVICES CONTRACT;</p> <p>(2) DELEGATES AUTHORITY TO THE CHIEF EXECUTIVE IN CONSULTATION WITH THE CORPORATE PORTFOLIO HOLDER TO AWARD THE BANKING SERVICES CONTRACT.</p>

1.0 BACKGROUND

- 1.1 Last year a tender exercise was undertaken for the main banking contract and this was awarded in February 2014. The contract expires on 31 March 2016 and provides a facility to terminate the contract after the first year. Since the award of the contract the Council's current banker has signalled its intention to leave the public sector market and has started winding down its services for local authorities. In view of this the Council is retendering the contract utilising an ESPO Framework agreement and this report seeks authority to award the contract for banking services to a new provider.
- 1.2 The intention is to have the new bank account fully functional by 1st February 2015 to allow a phased decommissioning of the current bank account by 1st April 2015.

2.0 TIMESCALES AND EVALUATION

- 2.1 The timescales below have been selected to ensure that the Council changes bankers in a timely manner, whilst securing maximum value for money:

	DATE
Invitation to Tender issued	14th October 2014
Deadline for Invitations to Tender	11th November 2014
Contract Award	Within 90 days
Contract Commencement	February 2015 in preparation for 1 April 2015

2.2 Tenders will be measured against the evaluation and award criteria set out in Appendix 1. Scores will be weighted 80% for price and 20% for quality. This reflects the need to ensure value for money whilst ensuring the Council continues to receive a good quality of service. The quality scoring does not constitute a major part of the scoring as each supplier has already complied with a quality scoring matrix agreed as part of the ESPO Framework. A detailed and thorough evaluation of the tenders that were submitted was completed by ESPO officers. A summary of the Council's service specification is attached at Appendix 2 to provide further context. The Post Office and Paypoint contract is separate to the main banking contract and is unaffected by the intended change to the Council's bankers.

2.3 The contract is being let for a fixed term of five years.

3.0 FINANCIAL IMPLICATIONS

3.1 The anticipated expenditure over the five year period is approximately £125,000 to be met from existing budgets.

3.2 The focus of this procurement is on ensuring that robust banking services continue to be provided to the Council. Until the tenders are evaluated it would be unwise to assume there will be savings from the new contracts.

PROCUREMENT PROCESS AND EVALUATION CRITERIA

Overview

North West Leicestershire District Council is using this invitation tender to conduct a further competition exercise underneath ESPO Framework Agreement reference 384-14 for the provision of General Banking Services.

All suppliers awarded on Lot 1 (General Banking Services) of the framework are invited to submit a tender. All tenders received (that are compliant i.e. submitted in accordance with the tendering instructions) will be evaluated in accordance with the evaluation criteria as set out below.

Tenders should be prepared and submitted (using Part B of this Invitation to Tender document) in accordance with section 5, Instructions for submitting a tender of this document.

At North West Leicestershire District Council's discretion, tenderers may be invited to clarify their tender, as an aid for evaluators to fully understand their offers. All tenderers should nonetheless take care to fully explain their offering in their tender submission.

The framework will be awarded to the tenderer which scores the highest marks following the evaluation of all tenders (in accordance with the scheme described in section 4, Evaluation of Tenders).

Indicative Procurement Timetable

The following indicative timetable is provided for tenderers' benefit. Please be aware that these are indicative timescales (with the exception of the deadlines in bold) and may be subject to change at the absolute discretion of North West Leicestershire District Council.

Stage / Activity	Indicative Date
Invitation to Tender document issued	From 14/10/2014
Closing date for clarification questions	07/11/2014
Closing date for submission of tenders	11/11/2014
Preliminary evaluation of tenders	20/11/2014
Contract award	02/12/2014
Contract start date	01/02/2015

EVALUATION OF TENDERS

Overview

All completed tenders received will be evaluated by officers of North West Leicestershire District Council (as appropriate).

In order to be transparent, and in order that tenderers fully understand how their tender submission will be evaluated, full details of the evaluation process are described below. Should any tenderer not understand any element, they should in first instance make contact with North West Leicestershire District Council as per the contact details on page 6.

The following price and quality weightings will be used to determine the most economically advantageous tender:

- Quality [20%]
- Price [80%]

The methodology for evaluating tender submissions against these criteria is as follows:

Price 80%

Price (annual cost) accounts for 80 % of the total tender score.

Annual Costs 80%

As part of this assessment, tenderers are required to outline their annual cost in the Pricing Schedule included in the Tender Submission Document. A full breakdown on how the annual cost has been derived must also be provided (e.g. for all transaction types and services).

Price scores will be calculated based on the lowest price or percentage submitted by tenderers. The tenderer with the lowest price or percentage will be awarded the full amount of points available; with the remaining tenderers gaining pro-rated scores in relation to how much higher their price or percentage is when compared to the lowest price or percentage.

The example below illustrates how this methodology will work in principle:

Tenderer	Price	Formula = Lowest Price / Tenderers Price x Price Score	Price Score
A	£20,000	= £20,000 / £20,000 x 80	80
B	£25,000	= £20,000 / £25,000 x 80	64
C	£30,000	= £20,000 / £30,000 x 80	53

Please note that:

- Any tender that is found too low to be credible will be excluded from further consideration. In this instance, North West Leicestershire District Council will initially clarify with the

tenderer whether the pricing is correct and has been interpreted correctly. As part of the clarification, evidence will be required to demonstrate that the charges are accurate, achievable and sustainable. If following the clarification, any charge is found to be abnormally low, that tender will be rejected in accordance with the Public Contract Regulations 2006 regardless of how many points it scores in all other aspects.

- Any tender which is found to be too high to be acceptable will be excluded from further consideration. In this instance, North West Leicestershire District Council will initially clarify with the tenderer concerned whether the pricing is correct and has been interpreted correctly. If following the clarification, any charge is found to be too high to be acceptable, that tender will be rejected in accordance with the Public Contract Regulations 2006 regardless of how many points it scores in all other aspects.
- In order to assess your bid the Council will apply the following weightings to the financial award criteria.

Charges	% Weighting
Fixed Commission Charges:-	25%
Automated Credits	
Manual Credits	
Notes Paid in	
Bagged Coin	
Cash/Coin Exchanged at Post Office	
Cheques Paid In – Un-encoded	
Cheques Paid In - Encoded	
Automated Debits	
Manual Debits	
Notes Out	
Coins Out	
Unpaid Items	
BACS Charges:-	30%
BACS Transactions Credits	
BACS Transaction Debits	
BACS Files Credits	
BACS Files Debits	
Overdraft and Daylight Exposure:-	20%
Net limit Overdraft Facility of £300,000	
Daylight Exposure Fee (Annual uncommitted facility fee)	
Direct Debit Origination Fees (for charge purposes):-	1%
DD2012 Origin Annual Fee – Current 3 Licenses	
Unpaid/General Charges/Reconciliation Services:-	10%
Unpaid Cheques	
Stopped Cheques	
BACS Traces	
BACS Recalls	
Reconciliation Download Facility	
Debit Interest	
Reconciliation Services	
Faster Payments & CHAPS;_	10%

Manual Debits	
CHAPS (via Electronic FMS)	
CHAPS (manual-request through bank)	
Faster Payments	
Rejected Faster Payments	
Electronic Financial Management System:-	3%
OTHER - Please List Any Additional Charges Below:-	1%
Cheque Encashments	
	100%

Quality 20%

Quality accounts for 20 % of the total tender score. Tenderers will be asked to provide a response to the following sections within the Tender Submission Document.

Section	Total Score Available
Company Details	Information Only
Compliance with Specification	Pass / Fail
Method Statements	250

Please note that the 'Compliance with Specification' section will be assessed on a Pass/Fail basis. Therefore if a tenderer cannot or is unwilling to comply with the specification, their tender will be deemed as non-compliant and will be excluded from further consideration.

The method statement section will be assessed by reference to a number of method statements prepared by the tenderer, in response to questions posed. There are 14 method statements, with each of these having an individual weighting as shown alongside each method statement question (more information is provided below).

When completing the method statement questions tenderers must make sure that they answer what is being asked. Anything that is not directly relevant to the particular method statement or question should not be included, but wherever possible tenderers should demonstrate how they will go further than what is being asked for, to add value.

Tenders should also make sure that their answers inform not just what they will do, but how they will do it, and what their proposed timescales are (as relevant). It is useful to give examples or provide evidence to support your responses. Tenderers are encouraged to use the word count allowed to answer each method statement as fully as possible. The purpose should be to include as much relevant detail as required, so that the evaluation panel gets the fullest possible picture.

Each method statement will be evaluated individually, one by one in order. When scoring each statement, no consideration is given to information included in other answers so please do not cross reference to responses or information provided elsewhere in your tender submission.

The qualitative evaluation of submissions will be weighted as illustrated in the table below:

Question	Section	Maximum Score per Question 5	Weighting	Maximum Points Available
1	Summary of Service Delivery	5	3	15
2	Cheques	5	4	20
3	Balances	5	5	25
4	Statements and Electronic Banking Facilities	5	5	25
5	BACS/CHAPS facilities	5	5	25
6	Debit and Credit Card Facility	5	2	10
7	Cash Drop and Outlying Facilities	5	3	15
8	Financial Protection and Remedies	5	2	10
9	Integration with North West Leicestershire District Councils Systems	5	5	25
10	Servicing Team	5	2	10
11	Service Level Agreement	5	3	15
12	Added Value	5	3	15
13	Implementation/Change Over	5	5	25
14	Relationship Manager	5	3	15
Maximum Points Available		250		

The maximum points attributable to any one submission in the quality evaluation model are 250

The qualitative assessment will form 20% of the award.

Scoring Scale

Method statement responses will be assessed on a scale of 0 to 5 points, as detailed in the table below:

Assessment	Score
Very Poor – either no answer is provided or the answer completely fails to demonstrate that any of the Councils key requirements in the area being measured will be delivered	0
Poor – provides only limited assurance that the Councils requirements in the area being measured will be delivered	1
Barely Adequate – demonstrates how some of the Councils requirements in the area being measured will be delivered so as to provide a basic service that will be reasonably responsive to the needs of residents, the Councils and other stakeholders	2
Satisfactory – demonstrates how most of the Councils requirements in the area being measured will be delivered so as to provide an acceptable service that will mostly be responsive to the needs of residents, the Councils and other stakeholders	3
Good - demonstrates how all of the Councils requirements in the area being measured will be delivered so as to provide a good service that will be responsive to the needs of residents, the Councils and other stakeholders	4
Very Good - demonstrates clearly how all of the Councils requirements in the area being measured will be fully delivered so as to deliver an excellent service that will be highly responsive to the needs of residents, the Councils and other stakeholders	5

Failure to score a minimum of 3 for all questions will result in the bid being disqualified.

Weightings

Tenderers scores for each method statement will be multiplied by the relevant weighting to result in a 'weighted score' for that method statement. The weighted scores will then be totalled, with the total expressed as an overall score of 20.

This is detailed in the table below.

Method Statement	Weighting	Max Points Available	Tenderer Score	Tenderer Weighted Score
Q1	3	15		
Q2	4	20		
Q3	5	25		
Q4	5	25		
Q5	5	25		
Q6	2	10		
Q7	3	15		
Q8	2	10		
Q9	5	25		
Q10	2	10		
Q11	3	15		
Q12	3	15		
Q13	5	25		
Q14	3	15		
Total Weighted Score:		250		
Total Weighted Score expressed out of 80 ((50/250)*20)				

SUMMARY SPECIFICATION

1. Details of Main Bank Accounts

North West Leicestershire District Council maintains one principal banking account which is used for the following purposes.

- As a Payments Account – used for outgoing payments made by North West Leicestershire District Council,
- As a Direct Credits Account – used for electronic transfers made to North West Leicestershire District Council.
- As a Receipts Account – used for other amounts paid-in and some electronic transfers to North West Leicestershire District Council.
- As a Direct Debit account to allow for the collection of monies such as Council Tax, National Non Domestic rates, Housing Rent etc.

Cash banking facilities (via North West Leicestershire District Council's security company) will be required.

2. Electronic Banking Facility

North West Leicestershire District Council requires an electronic banking facility providing the following functions:

- Comprehensive real time balance and transaction data.
- Electronic money transmission such as CHAPS.
- Reconciliation data on the accounts mentioned at (a) which can be downloaded to North West Leicestershire District Council's accounting systems.

3. Debit/Credit Cards

North West Leicestershire District Council requires the facility to hold a small number of credit cards (3) linked to the main bank account to allow payments to be made where electronic purchasing is not suitable.

An electronic PDQ machine service is required by our Leisure outlets to facilitate payments by credit and debit card.

4. Other Services

The provision of a comprehensive online and telephone help desk facility.

A Relationship Manager to provide a point of contact between North West Leicestershire District Council and the new contract supplier.

The Supplier will be expected to enter into a Service Level Agreement (SLA) with North West Leicestershire District Council. The agreement will outline all of North West Leicestershire District Council's key service areas and detail timescales for providing the service.

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL**CABINET – 18 NOVEMBER 2014**

Title of report	NWLDC APPROACH TO COMMUNITY RIGHTS
Key Decision	a) Financial No b) Community Yes
Contacts	Councillor Alison Smith MBE 01530 835668 alison.smith@nwleicestershire.gov.uk Director of Services 01530 454555 steve.bambrick@nwleicestershire.gov.uk Head of Community Services 01530 454832 john.richardson@nwleicestershire.gov.uk
Purpose of report	To agree the Council's approach to the exercise of Community Rights in the district and to seek delegated authority for the Director of Services to decide Community Asset Transfers on an initial 5 year lease to test viability
Reason for Decision	To provide a framework for Community Rights requests
Council Priorities	Value for Money Business and Jobs Homes and Communities Green Footprints Challenge
Implications:	
Financial/Staff	To be delivered through existing staffing levels and budgets
Link to relevant CAT	Asset Management Group
Risk Management	Not applicable
Equalities Impact Screening	Not applicable
Human Rights	Not applicable
Transformational Government	The Community Rights Policy enables communities to deliver services for themselves within the provisions of the Localism Act 2011

Comments of Head of Paid Service	The report is satisfactory.
Comments of Section 151 Officer	The report is satisfactory.
Comments of Monitoring Officer	The report is satisfactory.
Consultees	CASE (Co-operative and Social Enterprise) a Leicester based organisation which gives free advice, training and support to community organisations
Background papers	<p>Localism Act 2011 http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted</p> <p>Making Assets Work: The Quirk Review of community management and ownership and management of public assets (DCLG, May 2007) http://webarchive.nationalarchives.gov.uk/20120919132719/www.communities.gov.uk/publications/communities/makingassetswork</p> <p>NWLDC's Asset Disposal Policy 2008 https://www.nwleics.gov.uk/files/documents/asset_disposal_policy/ASSET%20DISPOSAL%20POLICY.docx</p>
Recommendations	<p>THAT CABINET:</p> <p>1) APPROVES THE COUNCIL'S APPROACH TO THE EXERCISE OF COMMUNITY RIGHTS IN THE DISTRICT;</p> <p>2) DELEGATES AUTHORITY TO THE DIRECTOR OF SERVICES IN CONSULTATION WITH THE PORTFOLIO HOLDER TO DECIDE COMMUNITY ASSET TRANSFERS ON AN INITIAL 5 YEAR LEASE TO TEST VIABILITY</p>

1.0 THE LOCALISM ACT 2011 AND THE INTRODUCTION OF COMMUNITY RIGHTS

- 1.1 The Localism Act 2011 ("the Act") came into force on 15 November 2011 and with it came numerous changes to the laws governing Local Authorities. The Government's aim was to "pass power back to where it belongs"; to communities and local people.
- 1.2 Amongst other things the Act provides a range of rights including the Community Right to Bid and the Community Right to Challenge.
- 1.3 The Community Right to Bid gives communities the opportunity to nominate assets they can evidence as having community value and once verified as such, have them listed. This process ensures that if the assets are put up for sale, communities are given more time to raise finance and prepare to bid for them.

- 1.4 The Community Right to Bid arose in response to concerns that during the past decade many communities have lost local amenities and buildings that are of great importance to them. As a result they find themselves deprived of the assets that can help to contribute to the development of vibrant and active communities.
- 1.5 The Council has a process for Assets of Community Value (approved by Cabinet on 5 March 2013), the new Community Rights guidance document at Appendix 1 replaces the existing process.
- 1.6 To date the Council has approved and listed the following assets;
- Greenhill Playing Fields, Cropston Drive, Coalville
 - The Storey Arms, Main Street, Osgathorpe
 - The Bath Grounds, Station Road, Ashby de la Zouch
 - The Jolly Sailor, Main Street, Hemington
 - Snibston Discovery Centre and associated land, Ashby Road, Coalville
 - Moira Road Car Park, Moira Road, Donisthorpe
- 1.7 The Community Right to Challenge aims to encourage more community-focused, locally led action by providing an important tool, presenting an opportunity for communities or council employees to take over local services that they think they can run differently and better.
- 1.8 This right enables certain not for profit voluntary organisations or a group of local authority employees the opportunity to demonstrate how a service could be delivered differently whilst still meeting the needs of the community. If the Council accepts that the proposal complies with legal requirements within the Act, a procurement process must commence.
- 1.9 The Community Rights guidance document at Appendix 1 together with this report seek to set out the Council's response to the legislation and supports the exercise of these community rights across the district.

2.0 COMMUNITY ASSET TRANSFER

- 2.1 In 2007 the policy document 'Making Assets Work: The Quirk Review of community management and ownership of public assets' concluded strongly in favour of local ownership and management of public assets, a position which was implemented by the previous government through place-shaping and empowerment policy initiatives, including the establishment of the Asset Transfer Unit.
- 2.2 When disposing of land, local authorities should seek the best consideration reasonably available. However, local authorities are legally able to transfer their land and buildings to community based organisations at 'less than best consideration' (below market value) under the General Disposal Consent (England) 2003, where the asset to be disposed of has an undervalue of less than £2 million and that disposal at under value will help secure the promotion or improvement of the economic, social or environmental well-being of the area.
- 2.3 The Council currently has an Asset Disposal Policy approved in 2008, through which land that has been declared surplus to requirements is moved into the disposal process unless it is likely to accrue a premium value if retained.

- 2.4 However the Community Asset Transfer also allows the lease of other Council land and properties when a community organisation approaches the Council and evidences that it meets the criteria set out in the Act.
- 2.5 To enable timely consideration for the benefit of those community organisations it is recommended that Cabinet delegates authority to the Director of Services to consider proposals based upon officer recommendations through the Asset Management Group.
- 2.6 Whilst the term Community Asset Transfer relates primarily to long leasehold (from 25-99 years) or freehold arrangements to voluntary or community organisations, the proposed approach follows Local Government Association recommendations to offer an initial 5 year lease to test the viability of the project.
- 2.7 Towards the end of this initial 5 year lease, consideration for any further longer lease periods will be brought to Cabinet if the community group is able to satisfactorily evidence viability to the Asset Management Group.

3.0 FINANCIAL IMPLICATIONS

- 3.1 Delivery of community rights processes in itself has no financial or resource implications for the Council as it will be managed within existing staffing structures.
- 3.2 The financial implications for each future Community Asset Transfer will be considered on a case by case basis.
- 3.3 Within the Community Right to Bid an opportunity exists for landowners (other than local authorities) to claim compensation for loss and expense incurred, that they can evidence, through the asset being listed as an Asset of Community Value. A claim for compensation must be made to the Council within 13 weeks from the end of the interim or full moratorium, as appropriate, or from the date when the land ceases to be listed.
- 3.4 If the Council refuses a compensation claim, the landowner has a legal right to have this decision reviewed. If still unsatisfied the landowner retains a right to appeal to an independent tribunal.
- 3.5 The Community Right to Challenge triggers existing procurement processes rather than presenting any further financial burden to the Council.
- 3.6 If an expression of interest is received about a service already out to tender, the applicant will be advised to submit to that tender process. If the expression of interest refers to works already carried out within an existing contract for which the Council would be penalised, this contract must be allowed to run its course and then the applicant can engage in any future procurement process.
- 3.7 It should be noted that for those expressions of interest that do meet the Community Right to Challenge and do trigger a procurement process, all bids will be assessed against an agreed evaluation matrix and contracts awarded to the highest scoring submission.



at the heart of the National Forest

Community Rights Guidance

VERSION	2
DATE	November 2014

1.0 INTRODUCTION

- 1.1 The Localism Act 2011 came into force on 15 November 2011 and with it came numerous changes to the laws governing Local Authorities. The government's aim was to "pass power back to where it belongs"; to communities and local people.
- 1.2 The new community rights within the Act aim to encourage community-focused, locally led action by providing important tools to help communities play a bigger part in shaping the places in which they live – whether that's preventing the loss of community assets through the Right to Bid, shaping and running local services through the Community Right to Challenge and Community Asset Transfer or shaping a wider community through neighbourhood planning.
- 1.3 The most creative local authorities welcome innovative ideas from communities about how services can be improved and co-designed to better meet local need, working with community based groups and individuals who believe they can run services differently and better.
- 1.4 This Community Rights Guidance captures one aspect of North West Leicestershire District Council's intention to work efficiently to provide value for money services that meet our communities' needs and aspirations by working with our residents.

2.0 ASSETS OF COMMUNITY VALUE

- 2.1 From local pubs and shops to village halls and community centres, the past decade has seen many communities lose local amenities and buildings that are of great importance to them. As a result they find themselves deprived of the assets that can help to contribute to the development of vibrant and active communities.
- 2.2 The Community Right to Bid aims to encourage more community-focused, locally led action by providing an important tool to help communities who wish to take over and run local assets.
- 2.3 The right gives communities the opportunity to identify assets of community value and have them considered within the legislative framework and where applicable listed as assets. Then if the assets are put up for sale, communities will have more time to raise finance and prepare to bid for them.
- 2.4 Nominations for Assets of Community Value can only be made by;
 - Parish Councils
 - Neighbouring Parish Councils
 - Unincorporated Groups – with at least 21 members listed on the local electoral register and do not distribute any financial surplus to its members
 - Designated Neighbourhood Forums (also known as neighbourhood planning forums)
 - Community Interest Groups with a local connection such as;
 - a) charities
 - b) community interest company, co-operative or community benefit society
 - c) company limited by guarantee that is non-profit distributing
 - d) industrial or provident society that is non-profit distributing

- 2.5 To be an Asset of Community Value, the proposed asset must or has recently furthered the social wellbeing or social interests of the local community and it should be realistic to think it would continue to do so or within the next 5 years its main use could benefit the social wellbeing or social interests of the local community.
- 2.6 Proposed Assets of Community Value cannot be approved for land or buildings that are used solely as residential property including gardens and other associated land, land used as a residential caravan site or operational land of statutory undertakers as defined in s263 of Town and Country Planning Act 1990, p4 of Schedule 1.
- 2.7 “Social interests” are defined to include cultural, recreational and sporting interests. This must be determined based on the consistency and regularity of use, who uses it, whether there is another building within the area used for the same purpose and whether the condition of the asset is such, that it can be determined as being able to withstand further use.
- 2.8 The Council’s Community Focus Team processes all Community Rights applications. Upon receipt of a completed pro-forma the nomination will be registered and considered. The Community Focus Team has a template pro-forma and can assist groups to complete this if required.
- 2.9 An evaluation panel led by the Head of Community Services has 8 weeks to make a judgement about whether the asset meets the definition set out in the Localism Act 2011 from the date the nomination is received.
- 2.10 If the evaluation determines that the nomination may not be an Asset of Community Value the Head of Community Services will notify the nominee detailing the reasons why.
- 2.11 If the evaluation determines that the nomination may be an Asset of Community Value the Head of Community Services will notify the landowner accordingly detailing the reasons why, explaining the legislation and impact on the asset and the right to a review of the decision.
- 2.12 The Head of Community Services will also notify the Parish Council in which the land lies, any lawful occupant (which could include a licensee) and the nominee.
- 2.13 The outcomes will be listed on the Council’s website.
- 2.14 Whilst the nominee has no right of appeal against a refusal, the landowner does have a right to a review which must be made to the Head of Community Services, in writing, within 8 weeks from the date that written notice was given. The property remains listed while the review is carried out. If the land is owned by the District Council the Head of Community Services will notify the Property Services Section who will refer the nomination to the Asset Management Group who will make a decision whether to exercise the right to review. The notification and appeals processes are consistent with those for private landowners.

- 2.15 The review decision must be made within 8 weeks by someone of appropriate seniority not involved in the original decision and so the Director of Services will chair the review, accompanied by two other representatives from CLT. The review will consider representations from the Head of Community Services and either the landowner or a nominated representative.
- 2.16 If the review panel upholds the original decision the landowner and nominee will be notified accordingly and the asset will remain on the list for a 5 year period. The landowner has a further right to appeal to an independent tribunal within 28 days from the date on which notice of the review decision was sent to the owner.

3.0 COMMUNITY RIGHT TO BID

- 3.1 When an owner of an asset listed as an Asset of Community Value intends to dispose of the asset they must notify the Council who in turn will notify the nominees who originally applied for the asset to be registered. The Council will also publicise the intention to dispose of the asset locally through the Council's website and by informing the Parish Council.
- 3.2 Once advertised an interim moratorium period of 6 weeks commences during which time the nominees must make a written request to be treated as a potential bidder.
- 3.3 There is no obligation to accept the bid of the nominees but where an expression as a potential bidder has been made, a full moratorium period of 6 months from when the asset owner first notified the Council of their intention to dispose of the asset applies.
- 3.4 The outcome of the disposal will be publicised on the Council's list of Assets of Community Value web pages.
- 3.5 Landowners (other than local authorities) may claim compensation for loss and expense incurred through the asset being listed. The claim must be made within 13 weeks from the end of the interim or full moratorium, as appropriate, or from the date when the land ceases to be listed.
- 3.6 Claims must be made in writing with supporting evidence and will be considered by the Head of Community Services. There is no specified time limit for completion of compensation claims. Upon completion the claimant landowner will be notified in writing with reasons for the decision.
- 3.7 The landowner may request a review within 8 weeks of the date on which the Council provides the owner with written notification of the decision.
- 3.8 The Director of Services will chair the review, accompanied by two other representatives from CLT. If the landowner disagrees with the review decision they have a further right to appeal to an independent tribunal within 28 days.

4.0 COMMUNITY RIGHT TO CHALLENGE

- 4.1 The Community Right to Challenge aims to encourage more community-focused, locally led action by providing an important tool, presenting an opportunity for

communities or council employees to take over local services that they think they can run differently and better.

- 4.2 The Community Right to Challenge can be used by;
- A voluntary group whose activities are carried out 'not for profit'
 - A community group whose activities are carried out purely for the benefit of the community
 - A body or trust which is established for charitable purposes only
 - A parish council
 - Two or more employees from the organisation who already provide the service
- 4.3 Expressions of interest to take over running a local service will only be considered between April 1st and September 30th to enable alignment with budget setting processes.
- 4.4 Any enquiries regarding the Right to Challenge will be forwarded to Community Focus who will check whether the proposed service is out to tender. If it is the enquirer will be advised as to how to engage in that existing procurement process.
- 4.5 The Expression of Interest must be submitted in writing and be addressed to the Community Focus team. It must include;
- Full details about the applicants demonstrating that they are a relevant body (listed in section 2 above).
 - If the group is a consortium or if they intend to use a subcontractor to deliver any part of the service, information about each member of the consortium or sub contractor must be provided.
 - Information about the financial resources of the group, consortium members or intended sub contractors
 - Evidence that by the time of any procurement exercise the group will be capable of providing the proposed method of service delivery
 - Information about the service they are interested to provide and the geographical area in which they intend to supply the service. This can be parts of the district or the whole district.
 - Information about the outcomes they intend to achieve, in particular;
 - a) How provision of services by them will promote or improve the social, economic or environmental wellbeing of the district, and
 - b) How provision of the service will meet the needs of those who receive the services.
- 4.6 Proposals will need to demonstrate how they will promote or improve the social, economic or environmental wellbeing of the district, and meet the needs of those who receive the services.
- 4.7 If the group consists of council employees the Expression of Interest will also need to identify how they intend to engage with other employees who will be affected.

- 4.8 Whilst there are no statutory timescales for consideration of the Expression of Interest the Head of Community Services must advise the proposing group of an intended date when the process will be concluded.
- 4.9 The Council can only reject an Expression of Interest when;
- The required information has not been provided.
 - The Expression of Interest relates to provision of a service that Councillors have already determined to stop providing.
 - There is an existing contract in place with another provider to supply that service and the Council would be penalised for cancelling that contract. In this instance the group will be advised when that contract is due to end.
 - Outsourcing the service would be a breach of some other legislation.
- 4.10 If the Council accepts the proposal, a procurement process must commence in accordance with existing procurement policies and procedures to allow fair competition for the award of the contract.

5.0 COMMUNITY ASSET TRANSFER

- 5.1 The term Community Asset Transfer relates primarily to long leasehold (from 25-99 years) or freehold arrangements to voluntary or community organisations and covers land and buildings.
- 5.2 In 2007 the policy document 'Making Assets Work: The Quirk Review of community management and ownership of public assets' concluded strongly in favour of local ownership and management of public assets, a position which was supported by the previous government through place-shaping and empowerment policy initiatives, including the establishment of the Asset Transfer Unit.
- 5.3 Local authorities are legally able to transfer their land and buildings to community based organisations at 'less than best consideration' (below market value) under the General Disposal Consent (England) 2003, where the asset to be disposed of has an undervalue of less than £2 million.
- 5.4 The legislation also requires that the transfer should help to secure the promotion or improvement of the economic, social or environmental well-being of an area.
- 5.5 Consideration will be made upon receipt of an Expression of Interest from any voluntary, community or not for private profit organisation and Town or Parish Councils who can demonstrate that they are;
- a legal entity, or part of a legally constituted consortia agreement
 - appropriately constituted (e.g. a registered charity, community benefit company or charitable incorporated organisation, not for profit company)
 - have stated community benefit objectives
 - non profit distributing – any surplus must be reinvested to further its social aims / community benefits.

- 5.6 The Council will consider a Community Asset Transfer for most assets (buildings or land) that are in the ownership of the Council where;
- There is a clear and viable purpose for the asset that a transfer would enable and support
 - There are clear governance arrangements operating through open and accountable, co-operative processes, with appropriately robust financial management systems and ability to meet any relevant legislative requirements
 - There are skills and capacity within, or available to the organisation from local providers, to effectively deliver the services specified and manage the asset
 - There is evidence of community support for the proposal
- 5.7 Where there is more than one party interested in the transfer of a specific asset Community Focus will seek to encourage collaboration. If this is not possible all competing bids will be considered and a preferred partner selected.
- 5.8 Organisations will be supported by Community Focus to develop an Expression of Interest for consideration, if required.
- 5.9 If the asset within the Expression of Interest is not listed as an Asset of Community Value, Community Focus will forward the Expression of Interest to the relevant Head of Service (e.g. Head of Housing for Housing Revenue Account buildings and land) to seek their views, based upon financial, social, environmental and sustainability considerations.
- 5.10 Those views will be forward with the Expression of Interest for consideration at the next scheduled Asset Management Group. Asset Management Group can refuse a Community Asset Transfer but must detail justified reasoning for doing so within the minutes.
- 5.11 There is no legal right to appeal a refusal but the applicant organisation can resubmit their amended Expression of Interest if they can satisfy the Asset Management Group's reasons for refusal. The applicant organisation will also be advised of the Council's complaints procedure if they remain dissatisfied.
- 5.12 Asset Management Group can support a Community Asset Transfer and this recommendation will be forwarded to the Director of Services when the group is satisfied that a Community Asset Transfer would;
- support the aims and priorities of the Council
 - enable local delivery and realise community benefits
 - be leased to a financially viable, sustainable organisation
 - ensure services / activities will be delivered with the potential for continued investment and benefits for local residents
- 5.13 The initial decision to progress to Community Asset Transfer will be made, through delegated powers, by the Director of Services. An initial 5 year lease will be offered to test the viability of the Community Asset Transfer.

- 5.14 At the end of year 4 of the initial 5 year lease of every Community Asset Transfer, where the applicant organisation wishes to continue to a long term lease or freehold transfer, an officer report will be brought to Cabinet recommending termination or continuation, based upon performance and community benefits of the first 4 years.

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 18 NOVEMBER 2014

Title of report	DELEGATION OF BUSINESS RATES POOLING DECISIONS
Key Decision	a) Financial Yes b) Community No
Contacts	Councillor Nick Rushton 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Chief Executive 01530 454500 christine.fisher@nwleicestershire.gov.uk Head of Finance 01530 454520 ray.bowmer@nwleicestershire.gov.uk
Purpose of report	The purpose of the report is to request delegated authority from Cabinet to enter into, and withdraw from, future Business Rates Pooling arrangements.
Reason for Decision	To improve the efficiency of business decisions.
Council Priorities	Business and Jobs Value for Money
Implications: Financial/Staff Link to relevant CAT Risk Management	Financial issues are contained within the report. Impacts over all CATS. The pooling of business rates provides opportunities for retaining more of the increased income from business growth locally. There is a risk that a local Business Rates pool could be less robust than a national pool if a number of participants need to call upon safety net payments and there are insufficient resources in the Pool. The performance of any pool operating, and also monitoring the effect of pooling arrangements in years when there is no pool, assists in making decisions for entering and leaving pooling arrangements.
Equalities Impact Screening	No impact.

Human Rights	No impact.
Transformational Government	No impact.
Comments of Head of Paid Service	The report is satisfactory.
Comments of Section 151 Officer	As author of the report, the report is satisfactory.
Comments of Monitoring Officer	The report is satisfactory.
Consultees	None.
Background papers	None.
Recommendations	THAT CABINET DELEGATES AUTHORITY TO THE CHIEF EXECUTIVE AND SECTION 151 OFFICER, IN CONJUNCTION WITH THE CORPORATE PORTFOLIO HOLDER, TO ENTER AND WITHDRAW FROM FUTURE BUSINESS RATES POOLING AGREEMENTS AND NEGOTIATE THEIR TERMS.

1. BACKGROUND

- 1.1 Local authorities receive funding from three main sources: grants from central government, council tax and other locally generated income (such as fees and charges for services). Central government grants can be received as 'specific grants', which can come with restrictions on what they can be spent on, or through 'formula grant', which has no restrictions and can be used for any purpose. Business Rates income is paid as a "formula grant".
- 1.2 The Government changed the system for distributing business rates income from April 2013, enabling councils to retain a share of the net growth in business rates in their area on a 50/50 basis with the Government. The "local share" is then distributed 40% to districts, 9% to Counties and 1% to Fire and Rescue Authorities in two-tier local government areas.
- 1.3 If councils kept all of their share of business rates some would have a much larger amount than they need to deliver services and others would have too little. Therefore under the revised system those with more business rates income than their baseline funding allocation calculated by the Government pay a "tariff" and those with too little income will receive a "top-up".
- 1.4 Tariffs and top-ups are inflated each year according to the retail prices index factor applied to business rate bills. As North West Leicestershire collects all the business rates for the District it is an authority liable to pay a tariff.

- 1.5 In addition to tariffs and top-ups there is a further system of levies and safety nets which is intended to ensure that authorities with large tax bases do not benefit disproportionately and that losses due to reductions in business rates are limited by a safety net arrangement. For this authority that means that we pay a 50% levy on our 40% share and that we benefit from a safety net which stops our business rates income falling by more than 7.5% which would be £165k in 2015/16.

2.0 POOLING OF BUSINESS RATES

- 2.1 The legislation allows for local authorities to form pools with other authorities in its area (the Sub-Region) for the purposes of business rate retention. In periods when Business Rates income is rising it is beneficial for the sub region to “pool” business rates as this means that the Pool overall would not pay a levy to the Government allowing these funds to be retained in the sub region. This is achieved because the County Council and the City Council as “top-up” authorities do not pay levies on additional Business Rates. Pooling with these authorities creates a mutually beneficial arrangement whereby more income is retained locally.
- 2.2 In October 2012 the Cabinet gave approval for the Council to enter into Business Rates pooling arrangements with the other county districts, the County Council and City Council. Although a small surplus was achieved for the year in 2013/14 there were concerns during year that the volatility of business rates combined with uncertainties around the Government’s intentions for funding future rate reliefs etc and the provision for losses through appeals and revaluations had increased the risks of pooling arrangements.
- 2.3 In February 2014 the participants in the scheme unanimously agreed to dissolve the Business Rates Pool and it has not operated during 2014/15. This was done in the context of gaining greater understanding of how the new mechanisms would work in practice and also having the experience of at least one full year’s operation of the new scheme for locally retained business rates.
- 2.4 Since that decision was made the former participants have continued to monitor the collection of business rates to take a view on the prospects of entering into pooling arrangements again from 2015/16. By not being in a pool most of the districts including this Council are projected to be paying half of its share of additional Business Rates to the Government which could be retained locally if it was participating in a pool. Information available for the first half of the financial year forecasts that had a pool been operating an additional £1.9m to £3.0m might have been retained locally, i.e. within Leicestershire, rather than paid in levies to the Government.
- 2.5 As lead authority, the County Council has submitted an expression of interest to allow the option of pooling again in 2015/16. All the participants of the 2013/14 Pool, including North West Leicestershire, were named in the expression of interest but we will need to formally approve our participation within tight, but as yet undetermined, Government deadlines. The Government requires applications to pool Business Rates to be made within 28 days of its announcement of the Provisional Finance Settlement each year. Although this announcement is likely to be in early December it is unclear exactly when it will be and it is recommended that these decisions be delegated to officers to cover all eventualities. Decisions to dissolve a pool would usually need to involve all the participating councils and may need to be taken quickly. Again a process of delegated decision making is being recommended.

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 18 NOVEMBER 2014

Title of report	MINUTES OF THE COALVILLE SPECIAL EXPENSES WORKING PARTY
Key Decision	a) Financial No b) Community No
Contacts	Councillor Alison Smith MBE 01530 835668 alison.smith@nwleicestershire.gov.uk Director of Services 01530 454555 steve.bambrick@nwleicestershire.gov.uk Head of Community Services 01530 454832 john.richardson@nwleicestershire.gov.uk
Purpose of report	To consider the recommendations made by the Coalville Special Expenses Working Party.
Reason for Decision	To progress Coalville Special Expenses projects and programmes.
Council Priorities	Value for Money
Implications:	
Financial/Staff	As set out within the budget.
Link to relevant CAT	None.
Risk Management	N/A
Equalities Impact Screening	None discernible.
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	Members of the Coalville Special Expenses Working Party
Background papers	Agenda and associated documents of the meeting held on 20 October 2014;
Recommendations	TO NOTE THE RECOMMENDATIONS MADE BY THE COALVILLE SPECIAL EXPENSES WORKING PARTY AS DETAILED WITHIN THE MINUTES AND APPROVE THE RECOMMENDATIONS AS SUMMARISED AT 3.0

1.0 INTRODUCTION

- 1.1 The Coalville Special Expenses Working Party meets quarterly to consider financial issues which affect the special expenses area. As the group reports directly to Cabinet, all recommendations made will be sent to the first available Cabinet meeting after the group have met for final approval.

2.0 TERMS OF REFERENCE

- 2.1 To consider budget and financial issues which either solely or predominantly affect the special expenses area alone and to make recommendations back to Cabinet.
- 2.2 To consider possible project options regarding the allocation of surplus reserves which have been examined by the relevant budget officers and to make recommendations to Cabinet.

3.0 RECOMMENDATIONS FROM MEETING ON 20 OCTOBER 2014

3.1 CAPITAL PROJECTS UPDATE

3.1.1 The following recommendations were made by the Working Party

- a) The remaining balance for the project at Thringstone Miners Social Centre be allocated to obtaining planning permission and diverting the footpath.
- b) Work to proceed with the proposals at the Urban Forest Park, subject to the results of the full water sampling highlighting no issues.
- c) The one off improvement work to the shrubbery at Phoenix Green, Bardon Road and Ashby Road be funded.
- d) The cost of an additional grass cut per annum for 3 years from 15/16 be funded by the Coalville Special Expenses Fund, in order to maintain the current level of seven cuts.

3.2 2014/15 EVENTS UPDATE

- 3.2.1 The Working Party recommended that a Proms in the Park event be organised on the Saturday evening prior to the 2015 Picnic in the Park.

MINUTES of a meeting of the COALVILLE SPECIAL EXPENSES WORKING PARTY held in the Board Room, Council Offices, Coalville on MONDAY, 20 OCTOBER 2014

Present: Councillor R Johnson (Chairman)

Councillors R Adams, N Clarke, P Clayfield, J Geary, J Legrys, M Specht and M B Wyatt

Officers: Mr L Brewster, Mr J Knight, Mr D O'Nyons and Mr J Richardson

10. APOLOGIES FOR ABSENCE

There were no apologies received.

11. DECLARATIONS OF INTEREST

Councillors J Geary and R Johnson declared a disclosable non pecuniary interest in Item 4 – Capital Projects Update as regular supporters of Coalville Town FC.

Councillor J Legrys declared a disclosable non pecuniary interest in Item 5 – 2014/15 Events Update due to his involvement with Hermitage FM.

Councillor M B Wyatt declared a disclosable non pecuniary interest in any reference to Coalville, as a business owner in the Town Centre.

12. MINUTES OF THE PREVIOUS MEETING

Consideration was given to the minutes of the meeting held on 15 July 2014.

Councillor J Geary reiterated his disappointment that a visit to Broomleys Allotments had still not been arranged as had been agreed at April's meeting. He stressed that the visit should happen before next May's elections.

Councillor M Specht suggested that Members from Wards outside of the Coalville Special Expenses Area should also be invited. He stated that doing so could encourage Members to pursue similar projects elsewhere in the District.

Councillor M B Wyatt informed the meeting that he would arrange the visit and would update Members in due course with further details.

It was moved by Councillor J Legrys, seconded by Councillor N Clarke and

RESOLVED THAT:

the minutes of the meeting held on 15 July 2014 be approved.

13. CAPITAL PROJECTS UPDATE

The Leisure Services Team Manager presented the report to Members.

He provided the Working Party with an update on each of the ongoing projects.

Coalville Park Improvements

It was confirmed that installation of the two-way communication flowers had been completed.

The Leisure Services Team Manager informed Members that a suitable location for the Peace Garden had been identified and that initial designs had been developed. He encouraged Members to provide feedback on the proposals and stated that, if Members were in agreement, a visit to the site would be arranged. It was stated that some minor improvements to the initial plans had already been suggested, including a walkway and making the area more enclosed.

Councillor J Legrys placed on record his thanks to Officers for having created the plans. He stated that the Peace Garden should also commemorate the deaths of soldiers killed in conflicts other than the two World Wars. He made reference to Private Adam Morris, who was killed whilst on duty in Iraq, and stated that it was important that every resident of the District who had given their life was commemorated.

Councillor J Legrys asked whether a sensory element could be included in the Peace Garden, for the benefit of individuals that are visually impaired. He also stated that it was essential that access was provided for those that used wheelchairs.

Councillor R Adams stated that he was staggered at the progress that had been made on the project and praised the hard work of Officers.

Councillor J Geary reiterated that it was imperative that all residents of the District that had died serving their country were remembered. He stated that this should include those who sacrificed their life in under recognised roles, such as the Bevin Boys who had been conscripted to work in the coal mines.

Councillor P Clayfield expressed her desire that any women that had lost their lives whilst serving with the Armed Forces should also be remembered.

The Leisure Services Team Manager stated that he was happy to take into consideration all of the comments that had been made. He stated that Coalville Park already had a sensory area but that he would make enquiries to see whether it would be feasible to link them together or to relocate some elements of the existing area to the Peace Garden.

Owen Street Recreation Ground

The Leisure Services Team Manager stated that proposals and costs for the electricity upgrade work had still not been received, despite the fact that the firm involved had visited the site in August. It was confirmed that if no response was received imminently then another contractor would be sought.

It was stated that the proposed long term lease between the Council and the football club had now been finalised. The football club were now in the process of setting themselves up as a limited company and it was confirmed that once this process was complete the lease would be signed. This would allow the football club to apply to the Football Stadia Improvement Fund for matched funding for the new changing room pavilion.

It was stated that the long term lease would result in the management committee for the pavilion being disbanded as the football club would take full responsibility for the asset. However, it was stated that the football club had advised that they would like to maintain the relationship with the Council and would therefore continue to incorporate Member representation in the new management structure.

Councillor M B Wyatt asked whether the Council currently paid the cost of cutting the grass at the site. If so, he enquired whether there would be a saving as a result of the football club taking responsibility for the asset.

The Leisure Services Team Manager confirmed that the football club would assume responsibility for the grounds maintenance. It was stated that the Council would continue to undertake the work and there would be savings back to the Council.

Thringstone Miners Social Centre

It was stated that it was unlikely that external funding could be sourced towards the project without the relevant planning permissions being in place. Consequently, it was recommended that the outstanding budget for this project be allocated to obtaining planning permission and diverting the footpath. Further funding could then be sourced to cover the cost of fencing and surface works.

The consensus of Members was to allocate the remaining funds to obtaining planning permission and diverting the footpath.

Cropston Drive BMX Track and Wheeled Sports Facility

It was confirmed that the BMX track had now been completed and that the wheeled sports facility had been installed but required some further aesthetic work before it could be considered complete.

It was stated that usage of the facility had increased significantly and that the area was now considered to be a locality play hub. Consequently, it was recommended that further investment be made in the area to improve aesthetics and increase usage further. It was suggested that consideration be given to improving the fencing at the entrance, reseeding the area, shrub removal, hedge height reduction, additional tree planting, resurfacing of the hardstanding area and removal of part of the hedge line to make the area more visible from Cropston Drive.

Councillor M B Wyatt stated that he would like vandal resistant litter bins to be installed at the site. The Leisure Services Team Manager confirmed that fire proof bins were currently on order.

Councillor J Geary enquired whether there had been any reports of anti-social behaviour in the area. The Leisure Services Team Manager confirmed that he was unaware of any such behaviour.

Councillor N Clarke stated that reaching this stage had been a long time coming but that the increased usage at the site proved that the lengthy consultation had been worthwhile.

Councillor M B Wyatt asked that Officers consider improving the basketball area, specifically the painted lines which had faded significantly. The Head of Community Services confirmed that resurfacing of the area was being considered.

Urban Forest Park

It was confirmed that the second draft proposals had now been finalised. It was stated that the water sampling had now been undertaken and that nothing had immediately been found. The contractor had advised that the full results would be available in the next few weeks.

Councillor J Legrys thanked Officers for their work and asked that the full results be circulated to Members of the Working Party once they were available.

The consensus of Members was to proceed with the proposals, subject to the full water sampling results highlighting no issues.

Scotlands Playing Fields

It was confirmed that a potential location had been identified and that local residents had been consulted and were generally supportive of the proposal. It was stated that planning permission had been approved for the change of use of the area and the work will now proceed accordingly once the developer had successfully altered their Section 106 agreement.

It was stated that the only organisation to express reservations regarding the proposal was the bowls club who had indicated that they were nervous regarding the increase in youth activity in the area. Consequently, it was recommended that security improvements be made to the bowls club and the entrance area to the site.

Councillor J Legrys expressed his thanks to everyone involved and stated that he was surprised that the public consultation responses had been so positive.

Draft 2015/16 Projects

Shrubbery Works

The Leisure Services Team Manager confirmed that the County Council had no objection to the District Council maintaining the shrubs at Phoenix Green, Bardon Road and Ashby Road on an ongoing basis.

Before the ongoing maintenance commenced, it was recommended that an initial one off improvement be funded in order to bring the areas up to a good standard. The initial works would cost £2,114 and there was a possibility that 50% of the total could be funded by the District Council's environmental improvement grant scheme that had recently been approved by Cabinet. It was confirmed that the cost of the ongoing maintenance would be approximately £13,000 per annum.

Councillor M B Wyatt stated that he was not convinced with the proposal and that it appeared to him that District Council money would be used to maintain County Council land.

Councillor J Legrys asked if any land that was owned by the County Council was already maintained by the District Council. The Head of Community Services responded that Memorial Square, Marlborough Square and the High Street were all maintained by the District Council under agreement with the County Council.

Councillor J Legrys enquired whether, in the event of the Working Party not agreeing to fund the maintenance, there was a risk that the County Council would no longer fulfil their responsibility to maintain the areas concerned. The Head of Community Services reassured Members that the County Council would continue to maintain the sites in some capacity. However, he indicated that the County Council were looking to reduce maintenance costs and, as such, there was a possibility that they could move to a reactive system whereby the areas were only maintained when absolutely necessary.

Councillor J Legrys suggested that the Working Party found themselves in an unenviable position in that the maintenance either had to be financed or the look of the town would

suffer. He added that the failure to tackle the shrubbery could see pedestrian safety compromised.

The Head of Community Services stated that the County Council would maintain the areas only twice a year. He indicated that Members had to ascertain whether they wanted to fund the maintenance in order to ensure that the local area was maintained to a higher standard.

Councillor M B Wyatt raised concerns regarding the annual cost of maintaining the areas. He suggested that revenue could be raised from advertising on these sites. The Head of Community Services confirmed that he would explore this possibility further and report back to Members.

Councillor J Legrys stated that local residents ought to be properly consulted before a decision is made. He stated that those that pay the precept should ultimately decide whether they wanted to cover the costs.

Councillor N Clarke endorsed the proposal to spend £2,114 in order to fund the initial works that would bring the areas back to a reasonable standard. He stated that it was a public highway safety issue, as cars could not see around hedges at junctions. However, he stressed that further debate was required before a decision on assuming responsibility for the ongoing maintenance could be made.

The consensus of Members was to fund the cost of the initial works to bring the areas back to a good standard.

Grass Verges

The Leisure Services Team Manager informed Members that the County Council had invited Parish Councils to undertake the mowing of grass verges within their areas. This offer also extended to the unparished Coalville Urban Area via the District Council.

It was confirmed that the County Council would contribute an amount that covered five cuts per annum. It was stated that the District Council were currently considering whether to take up the offer from the County Council, should the Parishes decide not to. As such, costings were being prepared by the District Council for undertaking the work on the basis of maintaining seven cuts per year. It had been proposed that the cost of the two additional cuts be covered jointly between the District and Parish Councils. Consequently, the proposal would require a level of funding from the Coalville Special Expenses fund.

Councillor J Geary stated that this proposal would solely benefit the County Council, as they would save money whilst the costs for the District and Parish Councils would increase.

Councillor M B Wyatt stated that he fully supported the proposals as it would undoubtedly improve the look of the area. He went on to state that he believed the District Council's approach would be far superior to that of the County Council. He enquired whether the District Council would take a flexible approach to grass cutting. He suggested that in prolonged dry periods, the grass should not be cut for the sake of it. The Leisure Services Team Manager responded that the District Council would take full control and that flexibility would therefore be significantly increased.

Councillor J Legrys sought confirmation that the work would be completed in house and would not be subcontracted at all. The Head of Community Services confirmed that this would be the case.

Councillor N Clarke stated that this was a contentious issue but agreed that bringing the work in house and controlling it would be a good idea.

The consensus of Members was for the Working Party to contribute the cost of an additional cut per annum in order to maintain the current level of seven cuts.

Warden Presence

The Leisure Services Team Manager stated that usage levels at Cropston Drive Recreation Ground had increased since the installation of the BMX track and wheeled sports facility. It was therefore anticipated that usage would continue to increase as further improvements were made to the area. Similarly, usage levels were also expected to rise at Scotlands Playing Fields and potentially at Lillehammer Drive.

It was stated that the increased usage of these sites would bring associated issues such as litter, security and potentially anti-social behaviour. Consequently, it was recommended that the funding for warden hours in 2015/16 be increased to help alleviate such issues.

Councillor J Geary enquired what hours the wardens would work. The Leisure Services Team Manager confirmed that the wardens generally worked until dusk and consequently worked shorter hours during the winter.

RECOMMENDED THAT:

- a) the remaining balance for the project at Thringstone Miners Social Centre be allocated to obtaining planning permission and diverting the footpath.
- b) work proceed with the proposals at the Urban Forest Park, subject to the results of the full water sampling highlighting no issues.
- c) the one off improvement work to the shrubbery at Phoenix Green, Bardon Road and Ashby Road be funded.
- d) the cost of an additional grass cut per annum be funded by the Coalville Special Expenses Fund, in order to maintain the current level of seven cuts.

14. 2014/15 EVENTS UPDATE

The Head of Community Services presented the report to Members.

He provided Members with an update on each event.

Coalville by the Sea

The event received a strong turnout which was helped by the good weather. It was confirmed that the event was delivered within its £1,500 budget.

Christmas Lights Switch On

It was stated that it had been agreed to combine the lights switch on with the Coalville Town Team's Food and Drink Festival on 22 November. The event would comprise of the Food and Drink Festival during the day and the lights switch on from late afternoon.

The lights switch on would include a snow cannon and a fireworks display. It was confirmed that a laser light show had been investigated, however the costs had proved to be prohibitive. It was stated that a prominent individual was currently being sought to help the Chairman of the District in switching on the lights. The event would also be the first of five consecutive Saturdays on which town centre parking would be free over the festive period.

Councillor J Geary suggested that the Council should approach long distance runner, and local resident, Gemma Steel with regard to helping switch on the Christmas Lights. The Head of Community Services responded that he would enquire about her availability.

Draft 2015/16 Events Programme

The Head of Community Services outlined to Members the draft events programme for 2015/16. It was stated that Councillor M B Wyatt had proposed holding a Proms in the Park event on the Saturday evening prior to the Picnic in the Park. The event would utilise the infrastructure that would already be in place for the following day and would therefore be a cost effective way of delivering an additional community event. It was stated that an indicative budget of £2,000 would be requested if Members supported the proposal.

Councillor M B Wyatt stated that he had been approached by several local residents who had expressed disappointment that the community events that are currently organised mainly catered for younger individuals. He stated that organising a Proms in the Park would help to resolve this issue.

The consensus of Members was unanimously in favour of organising a Proms in the Park event in 2015.

RECOMMENDED THAT:

a Proms in the Park event be organised on the Saturday evening prior to the 2015 Picnic in the Park.

15. PERIOD 5 ACTUAL AND 14/15 FORECAST OUT TURN

The Head of Community Services presented the report to Members.

It was stated that the period five position projected an under spending, with a contribution to balances of approximately £6,609, leading to an end of year projection of balances of £87,681. The main contributions to the under spending included an increase in burial and monument income and a backdated rates refund for Thringstone Bowls Club.

Members were informed that the 2015/16 revenue budgets were being drafted and several items were being considered and costed including the ongoing maintenance of County Council verges, an increased warden presence at several locations, a contribution to the urban grass cutting programme and an annual Saturday evening community event prior to Picnic in the Park.

Councillor M B Wyatt stated that several litter bins in the Working Party's area were too small and that consideration should be given to funding the installation of larger bins in these areas. He cited the litter bin on Long Lane as a prominent example of a bin that was constantly full.

The Head of Community Services stated that there had been several examples of litter bins being used for commercial and household waste and that this had contributed significantly to the issue.

Councillor M B Wyatt stated that he opposed the commitment to spend some of the balances on Coalville Market. The Head of Community Services confirmed that this commitment had been agreed at July's meeting of the Working Party and had been agreed by Cabinet.

RESOLVED THAT:

the Working Party notes the report.

16. DATES OF FUTURE MEETINGS

Members noted the dates of the future meetings.

The next meeting will be on Tuesday, 16 December 2014 at 6.30pm in the Board Room.

The meeting commenced at 4.30 pm

Councillor J Legrys left the meeting at 5.30pm

The Chairman closed the meeting at 5.42 pm

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 18 NOVEMBER 2014

Title of report	CHILDREN, YOUNG PEOPLE AND ADULT SAFEGUARDING REPORT 2013/14
Key Decision	a) Financial No b) Community No
Contacts	Councillor Trevor Pendleton 01509 569746 trevor.pendleton@nwleicestershire.gov.uk Director of Services 01530 454555 steve.bambrick@nwleicestershire.gov.uk Head of Community Services 01530 454832 john.richardson@nwleicestershire.gov.uk
Purpose of report	That Members are requested to take note of Adults, Children and Young Peoples Safeguarding actions undertaken by NWLDC during 2013/14
Reason for Decision	For Cabinet to be informed of procedures and annual data in relation to the Council's statutory duty to ensure compliance with safeguarding duties as detailed in Sections 10 and 11 of the Children Act 2004 and Working Together 2013
Council Priorities	Homes and Communities
Implications:	
Financial/Staff	The Housing Choices Senior Strategy and Partnerships Officer is the lead professional safeguarding officer for the Council, a role identified through the practice guide Working Together 2013. There are a further ten members of staff who act as Designated Safeguarding Officers, managing concerns and helping to develop and promote good safeguarding practice.
Link to relevant CAT	Designated Safeguarding Officers Group
Risk Management	Not applicable
Equalities Impact Screening	Not applicable.
Human Rights	None discernible

Transformational Government	Not applicable
Comments of Head of Paid Service	The report is satisfactory
Comments of Section 151 Officer	The report is satisfactory
Comments of Monitoring Officer	The report is satisfactory
Consultees	Designated Safeguarding Officers
Background papers	<p>The Children Act 2004 http://www.legislation.gov.uk/ukpga/2004/31/contents</p> <p>The Children Act 2004 Section 10 http://www.legislation.gov.uk/ukpga/2004/31/section/10</p> <p>The Children Act 2004 Section 11 http://www.legislation.gov.uk/ukpga/2004/31/section/11</p> <p>Working Together 2013 http://www.education.gov.uk/aboutdfe/statutory/q00213160/working-together-to-safeguard-children</p> <p>No Secrets 2012 http://www.leics.gov.uk/safeguarding_no_secrets.pdf</p> <p>NWLDC Safeguarding Children and Young People Policy http://www.nwleics.gov.uk/pages/safeguarding</p> <p>NWLDC Safeguarding Adults Policy http://www.nwleics.gov.uk/pages/safeguarding_adults</p>
Recommendations	<p>THAT CABINET:</p> <p>NOTES THE CONTINUING FOCUS ON SAFEGUARDING IN NWLDC</p>

1.0 BACKGROUND

1.1 Implementation of Working Together 2013

The practice guidance that sits alongside the Children Act 2004, Working Together, was updated and refreshed in 2013 as a result of the Munroe Review, undertaken after the death of baby Peter Connolly in 2007. The Leicestershire and Rutland Safeguarding Boards have implemented this new practice guidance and refreshed monitoring and auditing processes to ensure that partner agencies are compliant with those standards. District and Borough Councils undertook a joint audit of all safeguarding practices in

December 2013. The audit demonstrated that NWLDC is compliant with its responsibilities with 2 identified areas for improvement.

Standard requiring action	Action required	Lead officer or team	Comments	Completed
1.2 The organisation has a robust plan for the implementation of PREVENT, a countywide, police lead project to tackle suspected links to terrorism, supported by a strategy for training and local policies and procedures for managing prevent issues	The organisation has a nominated PREVENT lead. PREVENT and training is promoted to and attended by appropriate staff	NWL Community Safety Team	PREVENT training is being offered to all relevant staff and included in the Council's safeguarding training course.	Yes
6.2 Information about any particular organisational challenges a. how these have been overcome b. action plans to address	Clarify relationships with Adult Social Care, referral pathways, thresholds and 2 way communication methods	NWL Lead Professional Safeguarding Officer, the Senior Strategy and Partnerships Officer for housing Choices, via Leics District And Borough Safeguarding officer group	District Implementation Group representative, the CEO for Hinckley and Bosworth Borough Council will take this to Leics and Rutland Safeguarding Board meeting	Discussed at Leics District and Borough Safeguarding Officer Group. Ongoing

1.2 Training competency framework

The Local Safeguarding Boards of Leicester, Leicestershire and Rutland, have been working together to draw up a framework of expected competencies for Safeguarding Training. This framework is now published on the Safeguarding Boards' website and is ready for implementation. The Local Safeguarding Boards will be briefing board partners during 2014/15 through a series of free workshops being run at different venues in Leicestershire and Rutland.

1.3 E- Learning

NWLDC is utilising Learning Pool, our online learning resource, to ensure that all staff have a baseline level of safeguarding awareness. The basic level Safeguarding course has been written and developed by the Housing Choices Senior Strategy and Partnership Officer and the HR Officer. The course is being rolled out during 2014/15 with a quarterly review to identify which staff have not yet accessed the course and how they can be encouraged to do so. Some staff will still require a more in depth level of training in line

with the new competency framework. This can mostly be delivered in house as part of the Silver and Gold safeguarding courses but some staff may need to access multi agency training. As of end of Quarter 2 14/15, 198 officers have completed the online course. During Q3 and Q4 the training will be rolled out to staff who are not office or computer based, e.g. Waste management, Grounds Maintenance.

1.4 **New Designated Safeguarding Officers**

In 2013/14 the NWLDC Anti Social Behaviour Co-ordinator from the Stronger and Safer Communities team became a Designated Safeguarding Officer (DSO). There are now eleven officers covering our main service areas.

1.5 **Domestic Abuse Services**

During 2013/14, eight NWLDC staff have been trained to carry out risk assessments using a tool called CAADA DASH (Coordinated Action Against Domestic Abuse, Domestic Abuse, Stalking and Honour Based Violence). Trained staff include members of the housing, homelessness, children's services and community safety teams. Three of the trained officers are also council DSOs.

1.6 Awareness has been raised with customer service staff as to the importance of assessing those who present domestic abuse issues and a list of those trained to carry out CAADA DASH has been shared with frontline staff and is listed on NWLDC's intranet/safeguarding pages.

1.6.1 During Q4 of 2013/14, 7 DASH risk assessments have been carried out by trained staff at the Council Offices for customers presenting characteristics of, or fleeing from, domestic abuse. Of the assessments that have been carried out, 4 appropriate onward referrals have been made. One lady was sent to refuge following assessment and we have received positive feedback from Women's Aid Leicestershire Limited (WALL) who are commissioned to deliver emergency Domestic Abuse services in Leicester and Leicestershire, as to how well NWLDC handled the case.

1.6.2 Processes for CAADA DASH assessment are being developed for internal use. A decision has been taken by the NWLDC DSO group that all DASH forms completed must be considered as part of NWLDC's wider safeguarding procedures and stored securely together with an Incident Referral Form as per our safeguarding policy.

1.6.3 A further CAADA DASH training date was undertaken in May 2014, paid for through Homelessness Prevention budgets. Twelve NWLDC officers attended this training, predominantly from Housing Management and Housing Choices.

1.7 **Learning from referrals**

As the number of concerns being reported by our internal staff to the DSO's increase, we are learning from our experiences and constantly revising our advice and practices.

1.7.1 We have had issues making referrals to Adults and Communities also known as Adult Social Care (ASC) at Leicestershire County Council, as there has been a lack of clarity over what action we would like ASC to take. To address this, when making the initial contact with ASC, we now detail in our email that we would like them to do an "assessment" on the client. This gives them a clear steer as to our expectations.

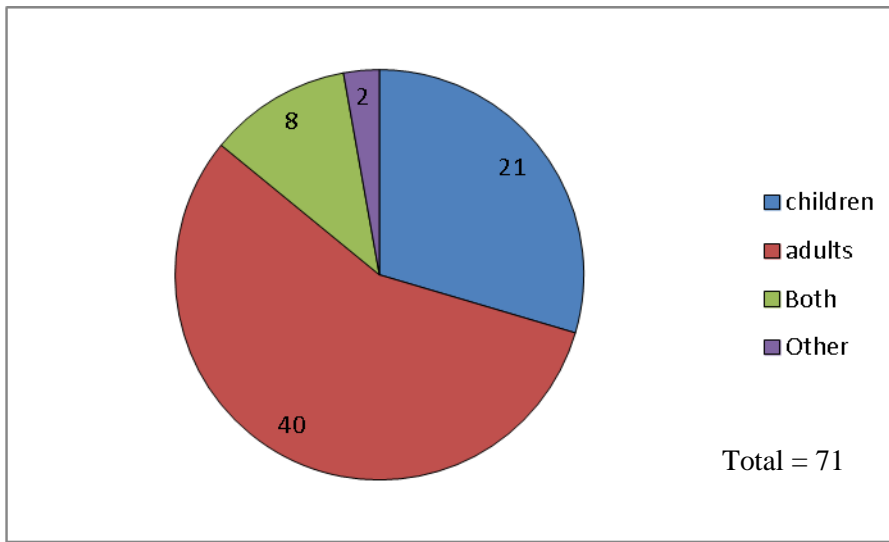
1.7.2 We have begun to contact GP surgeries as a method of information sharing when ASC feel that the concern doesn't meet their thresholds. This has led to three cases being

shared with GP practices and ensures that the GP is aware of a possible change in a patient's mental state.

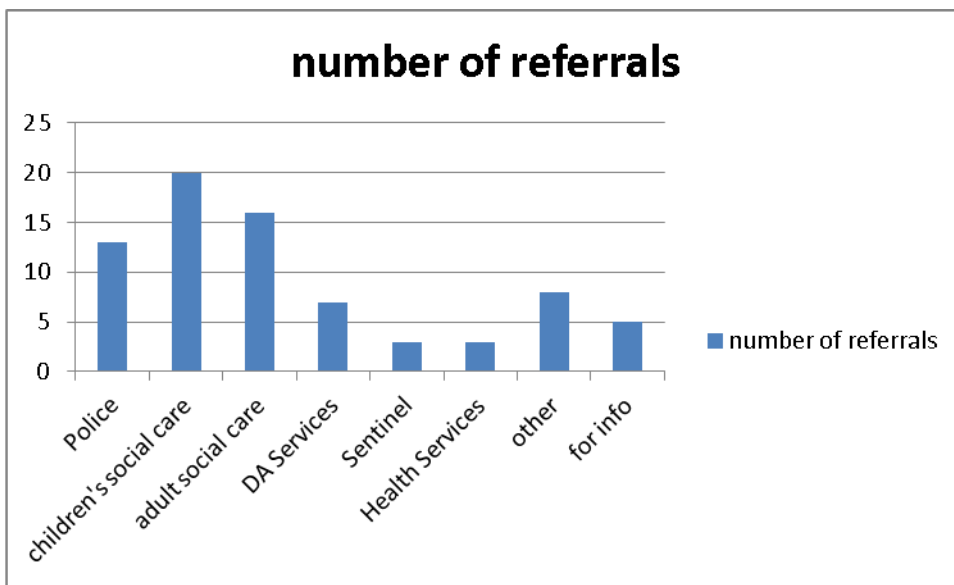
2.0 2013/14 STATISTICS

2.1 2013/14 Safeguarding Incidents

This chart details the total number of incidents or concerns reported to DSO's in 2013/14 (by victim). "Other" refers to locations rather than people.



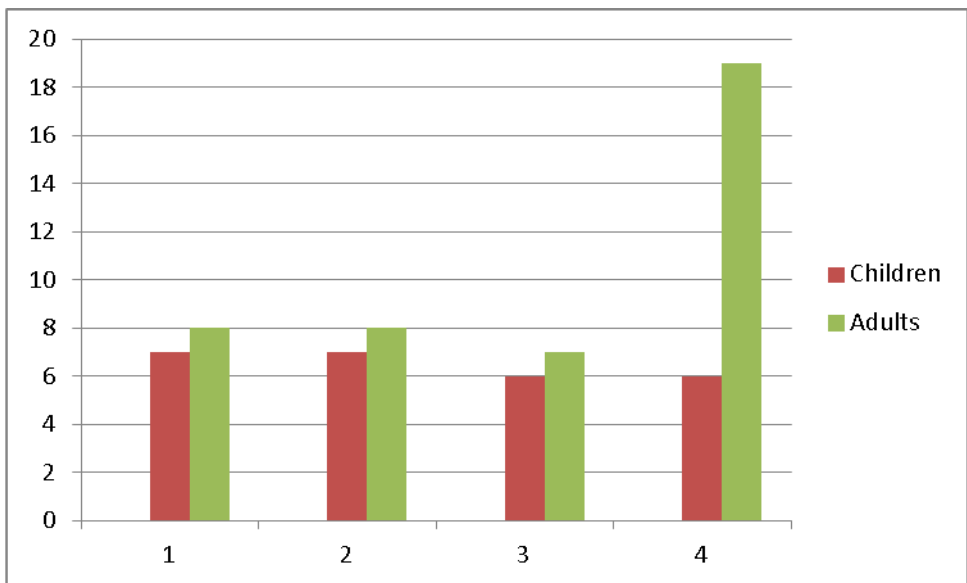
2.2 This chart details the number of referrals made to agencies from DSO's or other officers. The number of referrals out (75) is higher than the number of referrals in (71) as one incident form could lead to more than one referral being made, e.g. to the police, social care and to Domestic Abuse (DA) services.



"Other" refers to one off information share with services such as First Contact or internal services such as Housing officers.

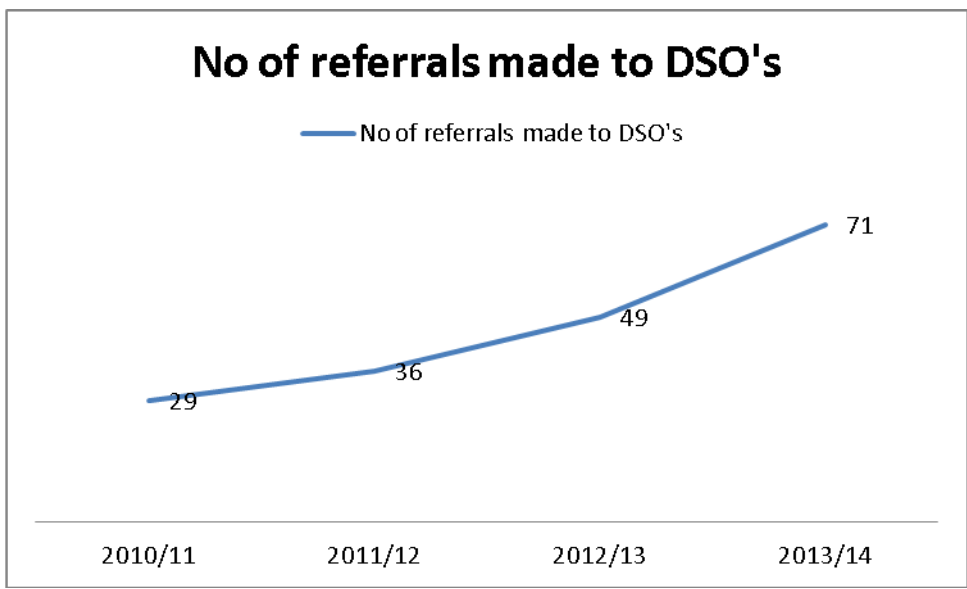
“For info” refers to reports where information is stored on the Safeguarding files for cross referencing but there is no further action taken. This decision is made by the Safeguarding Action Group.

2.3 This graph shows the quarterly breakdown of incidents for 2013/14



The spike of referrals in Q4 reflects the same pattern as the 2012/13 figures and is also in line with stats from other agencies, as there is an increase in people accessing services after Christmas. This Q4 spike also includes our new procedures for dealing with Domestic Abuse as this is now recorded in line with Safeguarding procedures. This particularly impacts on the recording of Adult cases.

2.4 Annual referral numbers comparison



This graph demonstrates an upward trend which is to be expected as more staff have become aware of their responsibilities and their options. A high number of referrals come

via housing services, either Housing Management or Housing Choices. These officers tend to manage the case themselves so this does not impact on the workload of DSOs.

3.0 RESOURCE COMMITMENTS

- 3.1 The NWLDC DSO group meets quarterly to discuss internal procedures, any barriers that are being experienced when referring to other agencies, blockages from within NWLDC, good practice, training requirements and also to consider individual cases.

Current Designated Safeguarding Officers are:

John Richardson	Head of Communities
Claire MacRory	Senior Strategy and Partnership Officer for Housing Choices
Amanda Shakespeare-Ensor	Senior HR Officer
Karen Talbot	Safer and Stronger Communities Team Manager
Sarah Favell	Community Safety Team leader
Jason Knight	Leisure Services Team Manager
Sue Hallam	Housing Choices Team Manager
Tina Roberts	Housing Officer
Dea Stanley	Housing Officer
Duncan Gibb	Leisure Centre Manager
Dave Burge	ASB Officer

- 3.2 There is also a quarterly meeting (Safeguarding Action Group) of relevant DSO's who manage the Safeguarding information to take an overview of cases and ensure that we provide the best possible service for vulnerable clients and that we have discharged our Safeguarding responsibilities. This meeting is attended by the Corporate Lead for Safeguarding ensuring that there is a link through to the Corporate Leadership Team. This link is identified as a standard in the Working Together 2013 guidance.
- 3.3 As a result of these meetings, we have been able to track cases that have gone to Social Care and ensure that we get feedback from those agencies. We are aware of when Social Care has decided that the case doesn't meet their thresholds and we are able to either escalate the case or to find an alternative approach. We are also confident in closing cases when we know that the appropriate agency has taken it on and we have discharged our duty. Any cases that we close, we still keep on file and cross reference.
- 3.4 The Corporate lead for Safeguarding will be changing in Q3 of 2014/15 to reflect the move of the Lead Safeguarding Officer into the Housing Choices team. The Corporate lead will then be the Head of Housing. This alignment is also appropriate as the Housing teams make the majority of Safeguarding referrals.

4.0 RESOURCE AND FINANCIAL IMPLICATIONS

- 4.1 Officer time is required for DSO's to undertake their roles, including attending relevant training courses.
- 4.2 The costs of DSO training for new DSO's, which is approximately £400 per DSO, is met from service budgets

5.0 SUMMARY OF 2013/14 SAFEGUARDING

- 5.1 The number of referrals continues to increase, especially in relation to adult safeguarding and domestic abuse. NWLDC is continuing to focus on this through training, meetings, increasing number of Designated Safeguarding Officers and maintaining relationships via the county wide forums and aligned focus groups.
- 5.2 It is anticipated that the statutory guidance for the new Care Act 2014 which was published in May 2014, will be implemented during 2015. This act focuses on Adults in need of Health and Social Care services and draws together other agencies that adults may utilise, with an increased awareness of the importance of Housing services. The Council will be required to update procedures in order to ensure compliance with this new legislation. This will happen in line with the annual policy refresh undertaken by the Lead Safeguarding Officer in Q3 of each year.

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 18 NOVEMBER 2014

Report Title	2014/15 QUARTER 2 PERFORMANCE MANAGEMENT REPORT
Key Decision	a) Financial No b) Community No
Contacts	Councillor Richard Blunt 01530 564510 richard.blunt@nwleicestershire.gov.uk Chief Executive 01530 454500 christine.fisher@nwleicestershire.gov.uk Director of Services 01530 454555 steve.bambrick@nwleicestershire.gov.uk
Purpose of report	The report provides members of the Cabinet with information on the performance and progress made against the Council Delivery Plan actions and performance indicators for quarter 2 (Q2) (July - September). Also included is progress on how the Council is managing it's corporate risks.
Reason for Decision	The report is provided for members to effectively monitor the organisation's performance.
Council Priorities	The report addresses performance against each of the Council's four priorities for 2014/15
Implications	
Financial/Staff	The report contains summary performance data on staff management & financial information.
Link to relevant CAT	The report links to the work of all Corporate Action Teams.
Risk Management	Risk management is applicable to all areas of the Council's statutory duties and service provision. Any relevant risks relating to actions set out in the Council Delivery Plan are managed through the Corporate Risk Register.
Human Rights	No direct implications.
Equalities Impact Screening	No direct implications.

Transformational Government	No direct implications
Comments of Head of Paid Service	The report is satisfactory
Comments of Section 151 Officer	The report is satisfactory
Comments of Monitoring Officer	The report is satisfactory
Consultees	Corporate Leadership Team
Background papers	Council Delivery Plan 2014/15 - http://www.nwleics.gov.uk/pages/council_delivery_plan_2014_15
Recommendations	THAT CABINET RECEIVES AND COMMENTS ON THE QUARTER 2 PERFORMANCE REPORT (JULY – SEPTEMBER 2014).

PERFORMANCE SUMMARY FOR QUARTER 2

1 Introduction

This report sets out the performance of the Council's key frontline services, progress against Council Delivery Plan priority actions, performance indicators, finance and sickness absence management.

2 Performance summary of key frontline services

The Council's key frontline services are linked to the Council's four priorities

Front line Service	Value for Money	Business & Jobs	Homes & Communities	Green Footprints Challenge
Leisure	✓		✓	✓
Housing	✓	✓	✓	✓
Revenues and Benefits	✓			
Refuse and Recycling	✓	✓	✓	✓
Development Control	✓	✓	✓	✓
Environmental Health	✓	✓	✓	

The detailed evidence and statistics of the Council's performance for Q2 is included in Appendix 1

2.1 Leisure Centres

The industry quality standard Quest assessment was undertaken at Hood Park Leisure Centre and the facility was assessed as 'good' overall, with all specific categories being ranked as either 'good' or 'excellent'. The assessor identified the following specific strengths - 'I was impressed with the overall attitude of the management and staff 'For a Local Authority, I found it to be a breath of fresh air with the impact the team were trying to make on a commercial and sales point of view whilst trying to meet social objectives', 'the level of cleanliness throughout the centre was of a very good standard.

A soft launch of the new NWL Swim Academy took place in July with the scheme being fully rolled out on 27 September. The new scheme now allows children to be transferred when their ability allows rather than having to wait until the end of the course. Parents can view their childrens progression through an online web portal and the affordability has been improved through the introduction of monthly direct debit payments.

2.2 Housing Services

The new Director of Housing joined the Council on 29 September 2014, and will have responsibility for leading a number of strategically important housing projects, including the development of our approach to new build Council housing.

In addition, the appointment of an Interim Decent Homes Team Manager to oversee the delivery of the Decent Homes programme has introduced additional capacity at a critical time, as we seek to maximise the number of properties where improvement work is completed, so the Council can maximise its claims for Decent Homes backlog grant funding.

Work to reduce the number of vacant Council properties is already delivering successes. There has been an overall reduction in the number vacant. However, the number of new properties becoming void continues to be at a higher level than in previous years, which to some extent masks the underlying improvements made in performance. The overall number of vacant properties has reduced from 272 at the end of Q1, to 257 at the end of Q2 (includes all voids). A further more significant reduction in the number vacant is projected by the end of Q3 as a result of additional resources brought in to support the In-house Repairs Team when completing the required work. Normal void levels are anticipated to be achieved again by the end of Q4 and then subsequently sustained. An action plan has been developed by the Void Performance Working Group which includes both short term actions to ensure properties are returned to letting as soon as possible, as well as medium to longer term actions to review business processes and roles and responsibilities to ensure the Council are operating as efficiently as possible.

Preparations for the introduction of Mobile Working through tablet devices by the in-house Repairs Team have also been finalised in Q2. This will enable a much more flexible and efficient allocation of repair works to the team and a simplified reporting and appointment making process for customers.

2.3 Revenues & Benefits

The recently appointed Head of Partnership is establishing an overarching Programme Plan and individual Project Plans to progress the recommendations resulting from the external review of the Revenues and Benefits service, as well as other planned and unplanned projects, which will be used by the Partnership Management Board to ensure delivery.

The "Connect" project is underway which will make services available on the web for Revenues and Benefits customers to "self service". Some remaining IT issues need to be resolved at each Council in order to further progress this. Each Council has a different website so this needs to be tailored to each one

2.4 Refuse & Recycling

To establish how satisfied the residents of the district are with the waste collection and street cleansing service, 4000 surveys were sent out to residents within the district with 1,061 surveys returned to date which is a statistically significant 27% response rate. Results will be evaluated and reported on in Quarter 3.

To increase the reliability and efficiency of our refuse and recycling collections, a Vehicle reporting system has been implemented which reports on round finish times, idling times, mileage, and fuel consumption. Back office testing of the waste management software and the progress with interfacing with the Council's Customer Relations Management (CRM) system 80% complete. Testing of in-cab applications also continues.

The income generated from recycling is forecast to be £90,000 above budget because sales prices for materials have been secured higher than forecast.

2.5 Development Control

Customer satisfaction rates in Planning continues to remain high with 91% of those responding indicating they were satisfied with the service they received. Performance in determining major applications is well above target and whilst the performance for minor and other applications is below target, it is an improvement when compared to the same period of 2013/14.

Fee income to the end of September 2014 was £823,856, this is an increase of £375,000 when compared to the same period of 2013. The increase in income is largely attributed to an increase in the number of major applications. Some of this additional income is to be re-invested in additional resource within the Development Management team.

The additional resource will improve resilience within the department, specifically with respect to its ability to meet targets for determining 'minor' and 'other' planning applications. These have slipped from Q1 performance, and the forthcoming appointment of additional staff is intended to directly tackle that problem

2.6 Environmental Health

Environmental Health and Street Action teams advised, guided and supported event organisers and residents in the planning for the Strawberry Fields Music Festival. A residents forum which was set up in Sep 2013 and is chaired by Councillor Alison Smith met in quarters 1 and 2 to ensure that there was minimal impact on residents. Key officers attended the event safety advisory group advising event organizers on issues regarding public safety and prevention of public nuisance. The residents forums held were extremely positive.

Noise from the event was monitored using 2 fixed monitoring devices in addition to an officer monitoring in person at key times. Following the event, 10 noise complaints were received. Each of the noise complaints received were investigated by analysing the data collated. All residents that made a complaint have received a letter detailing the outcome of the investigations. Residents felt that the Council had supported them and had listened to their views.

A programme of interventions at food establishments has been devised in accordance with the food law code of practice. The inspection and advice programmes have commenced and a small backlog of inspections exists as a result of a vacant inspector post. A temporary inspector has been appointed to eliminate the backlog of inspections. The aim of the inspection programme is to further improve the hygiene and safety standards at food businesses in the district. At the end of Q2, 671 food businesses were rated 3 or higher (satisfactory) using the national food hygiene rating scheme. We are on track to hit the March target of 670.

3 Council Delivery Plan

Appendix 2 sets out a high level exception report for the remainder of the Council Delivery Plan and further information on key front line services. This provides commentary against actions and performance indicators that were not on target during Q2.

3.1 Business & Jobs Priority

External improvement works have been completed which have helped to improve the physical appearance of Coalville Market and lead to increased footfall into the market.

Traders numbers are increasing monthly (24 in May to 31 in September) with Fridays being the busiest day. Weekly market income has also increased by over £200 during Q2 and is projected to increase further during Q3 due to further increases in traders.

The internal improvements are now being costed and discussed within the monthly traders meetings with a view to commencing lighting, flooring, signage and redecoration works in Q4.

A marketing and promotions plan has been developed with the focus in Q3 on initiating a Farmers Market (3rd Friday of the month), running themed promotions around Halloween and Bonfire Night and a focus on the Christmas Lights Switch On Event (22 November). There has also been a significant increase in the use of Twitter and Facebook for awareness and promotion of the market and it's programmed events to attract new customers

3.2 Progress against remaining CDP priorities.

Following the launch of the re-designed website in June, the number of customers using the website to report incidents such as dog fouling and request services such as replacement recycling containers has steadily increased. In October, an average of 9 customers per day filled in forms on the website as an alternative to calling customer services. Collecting usage data will allow future website development to focus on those services most likely to be of benefit to customers as well as assist in planning resource levels within customer services.

A new feature was developed and tested for the website in September to allow customers to create an account and log in, removing the need to enter name and address details when requesting services online. This feature will be used for voting for the £20,000 for 7 community funding programme initially, providing a robust mechanism for ensuring voting is fair as well as creating a list of customers who have requested to be kept up to date on website development.

The Planning for the Future programme has delivered savings totalling £40,550 in Quarter 2 through reviews of the provision of public toilets in Ashby de la Zouch and Coalville and changes to the Stronger & Safer Community team.

4 Financial management update

At the end of the second quarter it is projected that there will be a significant underspending for the year on the General Fund. Projecting the year end position has become more challenging since the introduction of locally retained business rates from April 2013 which has introduced a new level of volatility in the Council's income sources. Local income from Planning and Recycling is currently projected to be significantly above target and combined with continued savings on Employees indicates that an underspending of around £800,000 can be expected at the year end, notwithstanding any unforeseeable changes in Business rates income.

The Housing Revenue Account continues to show lower projected rental income of around £300,000 primarily because of void levels above those assumed in the budget. Additional resources have been deployed to address this which may reduce at least part of this loss of income by the year end.

Spending on the General Fund Capital Programme is currently forecast to be on target. An underspending of £1.4m is forecast on the HRA Capital Programme. This is largely a result of a revision to the timing of the insulation programme which will not commence until April 2016 and a reduction in the Decent Homes Improvement Programme expenditure as a result of the anticipated level of refusals.

5 Sickness absence management update

The actual cumulative outturn for Quarter 2 is 3.67 days, below the target of 3.70 days. This is slightly behind the performance for Quarter 2 by 0.16 days when compared to the same period of 2013/14.

The corporate target for 2014/15 is 7.4 days per full-time equivalent employee. This equates to 1.85 days per quarter, and cumulatively 3.70 days to the end of Quarter 2.

The proportion of days attributed to long-term absence is higher this year at 67%, compared to 65% in 2013/14 and 57% in 2012/13. The HR team are working with managers to ensure all cases of long term absence are managed pro-actively to minimise time lost and to assist employees to return to work.

6 Supporting evidence and statistics - Appendix 1

Appendix 1 sets out the following items:

- Progress against Council key front line services
- Progress against Business & Jobs priority
- Progress against remaining priorities
- Finance
- Management of Absence

Status definitions used in Appendix 1



Performance on track (milestones) or performance on or above target (PI's)



Performance under control (milestones)



Performance failing (milestones) or performance below target (PIs)

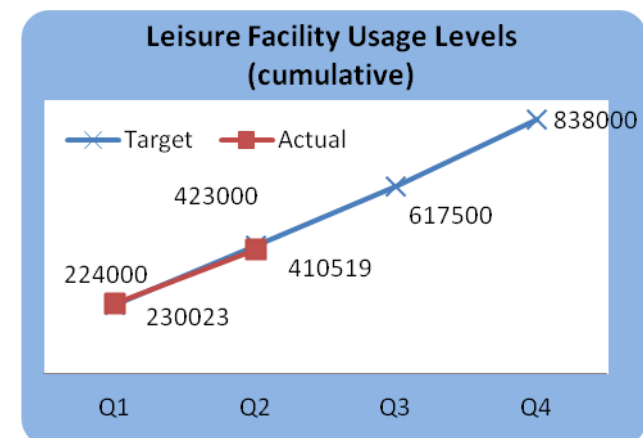
2 PERFORMANCE DASHBOARD – LEISURE CENTRES

Progress against milestones			Progress against Performance Indicators		
3	😊	Green	0	😐	Amber
0	😞	Red	2	😊	Green
0	😞	Red	0	😞	Red

Budgeted Cost to provide service	£749,610	Total FTE's	89.25	Complaints received	14
Forecasted cost to provide service	£809,657	Total days lost to sickness	111.44 (212.85)*	Compliments received	19

* days lost cumulatively 2014/15

- The Quest assessment was undertaken at Hood Park Leisure Centre and the facility was assessed as 'good' overall, with all specific categories being ranked as either 'good' or 'excellent'.
- A soft launch of the new NWL Swim Academy took place from July with the scheme being fully rolled out on 27 September. As part of the launch all teachers have been trained in the new programme and 1,800 children have transferred over and changed from quarterly to monthly direct debit payments, including a reduction in the number of manual payers from 138 to 16.
- Product suppliers and customers from both Hermitage and Hood Park leisure centres have been engaged and consulted with, in order to identify ways in which the ' vending offer ' at the centres can be improved in terms of both its appeal to customers and the level of income generated. As a result of this new hot beverage vending machines have been installed at each site and a number of lines within vending machines have been altered, with low cost options included. In addition to this recommendations to reduce the cost of a number of drinks and snack lines are currently being considered as part of the annual fees and charges review.
- 3G pitch at Hermitage Recreation Ground is on track for completion on time and on budget with usage to fully commence in Quarter 3.



Performance Indicators	Q2 Target	Q2 Actual	Status
Leisure Centre Membership income	£220,500	£231,426	😊
Leisure Facility Usage Levels (cumulative)	423,000	440,519	😊

2 PERFORMANCE DASHBOARD – HOUSING

Progress against milestones			Progress against Performance Indicators		
5 😊 Green	2 😊 Amber	0 😞 Red	4 😊 Green	2 😞 Red	

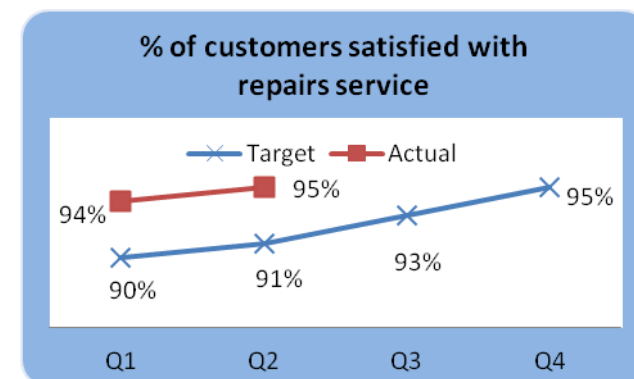
Budgeted Cost to provide service	£746,000	Total FTE's	100.09	Complaints received	59
Forecasted cost to provide service	£1,041,000	Total days lost to sickness	155.4 (446.90)*	Compliments received	14

* days lost cumulatively 2014/15

- The soft launch of the HomeGuide system- a web-based self service housing advice facility that is available 24/7 - went live late August. Housing advisors are promoting and assisting customers in accessing the system to assess accuracy and relevance and feed back details of any identified inaccuracies/gaps ahead of publicised launch Oct/Nov 2014.

150

- Funding confirmed for 263 homes across 12 schemes in NWL including redevelopment of the Pick and Shovel public house. Overall scheme costs amount to £26.7m which includes Homes and Community Agency funding of £3.7m. The number of affordable homes delivered across the district to the end of Quarter 2 is 79.



- Performance for total arrears for current tenants at the end of September exceeded the monthly target by £121,960. This has been achieved by the continued prioritisation of rent arrears collection within the Housing Management Team.

Performance Indicators	Q2 Target	Q2 Actual	Status
% rent arrears of current tenants	3.09%	2.43%	😊
Total arrears for current tenants £	£529,997	£408,037	😊
% tenants satisfied with the allocation and lettings process – See Appendix 2	88%	84%	😞
Average re-let times (days) – See appendix 2	36 days	62 days	😞

Performance Indicators	Q2 Target	Q2 Actual	Status
Percentage of customers satisfied with adaptations	N/A	N/A	N/A
Percentage of customers satisfied with responsive repairs	91%	94%	😊
Percentage of customers satisfied with DHIP programme	97%	100%	😊
Percentage of Homeguide users who find the service easy to use	N/A	N/A	NA
Number of affordable homes delivered (Quarterly – Cumulative target 110) – Monitored at year end	N/A	N/A	NA

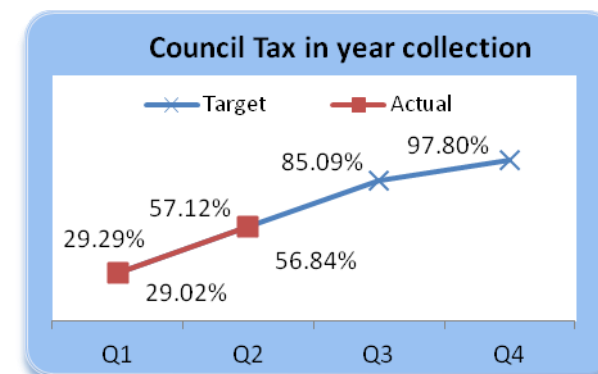
2 PERFORMANCE DASHBOARD – REVENUES & BENEFITS







Progress against milestones			Progress against Performance Indicators		
1  Green	2  Amber	0  Red	5  Green	1  Red	

Budgeted Cost to provide service	£337,720	Total FTE's	27.89	Complaints received	7
Forecasted cost to provide service	£257,310	Total days lost to sickness	49.1 (149.08)*	Compliments received	2

* days lost cumulatively 2014/15

- All three benefits performance indicators continue to exceed targets for the second quarter running.
- The performance for the proportion of Council Tax collected is slightly behind target. The reduction in collection is due to a number of factors including changes to the Local Council Tax Support scheme, delays in sending cases to the bailiffs due to additional checking and allowing for responses to correspondence which is now required following the introduction of new bailiff rules.



Performance Indicators	Q2 Target	Q2 Actual	Status
Benefits Right Time Performance Indicator	11 days	10 days	
Benefits New Claims	19 days	17 days	
Benefits Change Events	9 days	8 days	
Council Tax in year collection rate – See Appendix 2	57.12%	56.84%	
Non-domestic rates in year collection rate	57.70%	57.70%	
HB overpayments recovered	24%	24.8%	

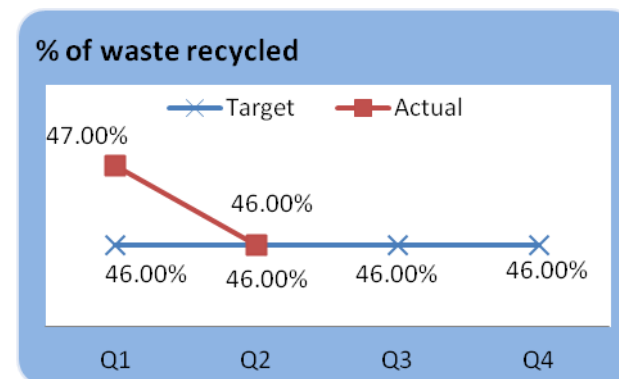
2 PERFORMANCE DASHBOARD – REFUSE & RECYCLING

Progress against milestones			Progress against Performance Indicators		
3 😊 Green	0 😐 Amber	0 ☹️ Red	2 😊 Green	0 ☹️ Red	

Budgeted Cost to provide service	£1,635,990	Total FTE's	74.26	Complaints received	0
Forecasted cost to provide service	£1,501,823	Total days lost to sickness	309.23 (599.73)*	Compliments received	18

* days lost cumulatively 2014/15

- As part of the action to Procure and plan installation of under cover bay for housing material separating technology, successful planning permission was obtained and planning consents satisfied. Procurement of undercover storage bays is underway and tender documents have been scored and are still in the evaluation process. Contracts for the sorting technology scheduled to be awarded in Quarter 3 and onsite works to commence in Quarter 4.
- To increase the reliability and efficiency of our refuse and recycling collections, a vehicle reporting system has been implemented which will report on:
 - round finish times
 - idling times
 - mileage
 - fuel consumption.







Back office testing of the software software and linking with the Council's Customer Relationship Management (CRM) system is now 80% complete. Testing of in-cab application also continues with full roll out planned for Quarter 3.

- 27% response rates for the waste collection and street cleansing service satisfaction survey (to date). Results to be analysed and reported in Quarter 3.

Performance Indicators	Q2 Target	Q2 Actual	Status
Income from sale of recyclables (cumulative)	Not available till Q4	Not available till Q4	N/A
% of waste recycled	46%	46.1%	😊
Kgs of waste sent to landfill	518 kg	517.6 kg	😊

2 PERFORMANCE DASHBOARD - DEVELOPMENT CONTROL





Progress against milestones			Progress against Performance Indicators		
0  Green	3  Amber	 Red	2  Green	2  Red	

Budgeted Cost to provide service	£56,640	Total FTE's	11.2	Complaints received	11
Forecasted cost to provide service	£-353,170	Total days lost to sickness	3 (9.60)*	Compliments received	3

* Days lost cumulatively 2015/15

- Fee income to the end of September 2014 was £823,856.
- Satisfaction with the Performance Service remain above target and is consistent with the performance achieved in the same period of 2013/14.
- Due to continuing resource issues, no contact with Parish/Town Council clerks has been made to discuss engagement with them on planning applications and to assess required planning training needs for Parish and Town Councils. It is anticipated that training will be arranged for Quarter 4.
- Parish Council are currently trialling e-consultation with the Planning and Development Team and feedback questionnaire to be sent to Parish Chairpersons and Clerks with deadline of end November so that feedback can be discussed at next Parish Liaison meeting at the beginning of December.

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Performance Indicators	Q2 Target	Q2 Actual	Status
Percentage of customers very satisfied or satisfied with the Planning Service	90%	91.2%	
Percentage of major planning applications processed within period agreed with applicant	60%	86%	
Percentage of planning applications determined within 8 weeks for minor applications – See Appendix 2	65%	61.42%	
Percentage of planning applications determined within 8 weeks for other applications – See Appendix 2	80%	71.53%	
Satisfaction with service based on agents and town and parish councils (Establish baseline)	NA	NA	NA

The percentage of minor and other planning applications determined within target dipped from Q1 performance, but additional staff is being recruited to address this problem.

2 PERFORMANCE DASHBOARD - ENVIRONMENTAL HEALTH

Progress against milestones			Progress against Performance Indicators		
5  Green	0  Amber	0  Red	0  Green	0  Red	

Budgeted Cost to provide service	£354,950	Total FTE's	15.293	Complaints received	1
Forecasted cost to provide service	£300,000	Total days lost to sickness	4 (5.50)*	Compliments received	3

* days lost cumulatively 2014/15

- A programme of interventions at food establishments has been devised in accordance with the food law code of practice. The inspection and advice programmes have commenced. A small backlog of inspections exists as a result of a vacant inspector post. A temporary inspector has been appointed to eliminate the backlog of inspections.
- All food establishments that fall within the scope of the rating scheme have received a rating following their food hygiene inspection. The results of the rating have been uploaded to the national ratings website every 14 days.
- A press release publicising the rating scheme has been released and includes the highest rated businesses.
- As a result of a relatively high number of residents reporting noise disturbance from the event in 2012, the council set up a residents forum in 2013. The council has continued to chair the forum through Councillor Alison Smith. In addition key officers are invited to respond to questions and concerns raised by residents. The forum has met in May, June and July ahead of the event in August.

Key officers have attended the event safety advisory group and have advised the event organiser on issues regarding public safety and prevention of public nuisance. Each of the 3 resident forums have been extremely positive. A total of 12 noise complaints were received. Officers attended a resident de-brief meeting in September, which was positive. Officers will attend a multi-agency de-brief with other key agencies in October.

No applicable performance indicators for Q2 (reported annually)

3 COUNCIL DELIVERY PLAN - BUSINESS & JOBS PRIORITY

Progress against milestones			Progress against Performance Indicators		
3  Green	0  Amber	0  Red	0  Green	0  Red	

- As part of the works to make Coalville Market more attractive to traders and customers which will lead to greater use of the market, following works were carried out during the quarter:
 - External improvement works completed.
 - Marketing and promotion plan drafted and being implemented, these include Half term activities, Halloween and Bonfire night Promotions.
 - New market leaflet aimed at the public is in progress.

There has also been an increase in Twitter followers during the quarter.

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No applicable performance indicators for Q2 (reported annually)

4 PROGRESS AGAINST REMAINING CDP PRIORITIES

Progress against milestones			Progress against Performance Indicators											
4		Green	1		Amber	0		Red	0		Green	0		Red

- Following the launch of the re-designed website in June, the number of customers using the website to report incidents such as dog fouling and request services such as replacement recycling containers has steadily increased. In October, an average of 9 customers per day filled in forms on the website as an alternative to calling customer services.
- A new feature was developed and tested for the website in September to allow customers to create an account and log in, removing the need to enter name and address details when requesting services online. This feature will be used for voting for the £20,000 for 7 community funding programme initially.
- The Planning for the Future project has seen successful delivery of 2 projects in Quarter 2, delivering a combined total of £40,550. This means that the grand total of savings achieved as a result of Planning for the Future projects to date is £445,350.

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No applicable performance indicators for Q2

5 FINANCE UPDATE

This section sets out the projected financial position of the Council for the year ending 31 March 2015. The Council set its Revenue Budget at £10.546m on 25 February 2014.

General Fund – Summary of Net Expenditure	ORIGINAL BUDGET NET £ 000	FORECAST OUTTURN NET £ 000	FORECAST VARIANCE NET £ 000
AMOUNT TO BE MET FROM GOVERNMENT GRANT AND COUNCIL TAX (Budget Requirement).	10,546	9,733	(813)

Special Expenses – Summary of Net Expenditure	ORIGINAL BUDGET NET £ 000	FORECAST OUTTURN NET £ 000	FORECAST VARIANCE NET £ 000
AMOUNT TO BE MET FROM GOVERNMENT GRANT AND COUNCIL TAX (Budget Requirement).	686	670	(16)

HRA SUMMARY	ORIGINAL BUDGET NET £ 000	FORECAST OUTTURN NET £ 000	FORECAST VARIANCE NET £ 000
Net cost of service (Total rent income less total expenditure)	746	1,041	296

Capital Expenditure	General Fund £ 000	Special Expenses £	HRA £ 000	Total
Approved/ *Revised Budget for the Year	2,294	202	*19,394	18,823
C/F from 2013/14	322	13	0	335
Approved projects in year	117	0	0	0
Slippage Identified in Year	0	0	0	0
Total budget for 2014/15	2,733	215	19,394	22,342
Likely outturn for 2014/15 (provisional)	2,647	215	17,984	20,846

Comments on General Fund Variances

- Planning Income and Recycling income is forecast to be £568k and £90k respectively above budget.
- There are additional employee costs in Planning of £75k because of increased demand /workload; this increase in cost will be funded by part of the additional Planning income.
- Investment Income is forecast to be £49k over budget mainly due longer term investments yielding higher interest than forecasted.
- Leisure Centres Income from Learn to Swim direct debit collection.is forecast to be £83k under budget. This is due to a technical adjustment following a movement from quarterly to monthly direct debits.
- Salary underspends of around £150k are forecast across both directorates.

Comments on Special Expenses Variances

- Burial Income is forecast to be around £15k above budget.

Comments on HRA Variances

- Reduced Forecast on Rent Income £297k (£189k on voids, £103k out of debit and £5k other).
- Salary forecast outturn anticipated to be £18k underspend. This is largely a result of the creation of the Director of Housing fixed term role for which there was no approved budget (£50k). This is offset by salary savings of (£68k) due to vacant posts in older persons service which will not be recruited to.

Comments on Capital Programme

- Revised forecast outturn on the HRA Capital Programme of £1.4m largely a result of a revision to the insulation programme intended to be used to fund Energy Company Obligation (ECO) insulation works prior to funding receipt to 2015/16 and a revision in the Decent Homes Improvement Programme following a revision to property completion targets after taking account of the anticipated level of refusals within the programme.

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MANAGEMENT OF ABSENCE

Quarter 1	Chief Exec & HR	Community Services	Finance	Housing Services	Legal & Sup Services	Reg & Planning	All Directorates
Sickness days lost	0 - Long 4.32 - Short	299.92 - Long 125.15 - Short	47.42 - Long 79.31 - Short	91.00 - Long 200.50 - Short	68.15 - Long 26.50 - Short	0 - Long 22.60 - Short	606.23 - Long 358.64 - Short
Total days lost in qtr	4.32	425.07	126.73	291.50	94.65	22.60	964.87
Number of FTE's	16.02	204.66	60.34	100.09	58.13	26.05	465.29
Average Cumulative no of days lost per FTE	0.27 days	2.08 days	2.10 days	2.91 days	1.63 days	0.87 days	2.07 days

Quarter 2	Chief Exec & HR	Community Services	Finance	Housing Services	Legal & Sup Services	Reg & Planning	All Directorates
Sickness days lost	0 - Long 2.6 - Short	359.70 - Long 73.5 - Short	55.0 - Long 41.3 - Short	52 - Long 103.4 - Short	7.5 - Long 25.1 - Short	0 - Long 1.8 - Short	474.16 - Long 247.57 - Short
Total days lost in qtr	2.6	433.2	96.3	155.4	32.6	1.8	721.73
Number of FTE's	13.92	200.58	59.81	100.09	57.73	26.55	458.68
Average Cumulative no of days lost per FTE	0.50 days	4.28 days	3.73 days	4.46 days	2.20 days	0.92 days	3.68 days

Corporate Risk Register

Risk Area	Inherent Risk			Control Measures	Residual Risk		
	Impact	Likelihood	Rating		Impact	Likelihood	Rating
Finance & Budget	4	4	16	Monthly management reviews are performed of actual against budgets and forecast to the end of the year. Monthly reporting and challenging at CLT, and reported to Cabinet quarterly Sound policies and procedures are in place. Planning for the Future has been documented and is reviewed regularly. Internal and External audit of systems and accounts.	4	1	4
Resource Capacity & Capability	4	4	16	Advance planning will mitigate this risk; however should it occur diverting resources from other services, bringing in additional resources from other sources (e.g. Agencies, Consultants, Voluntary/Community sector etc.) would be activated. Market conditions are tested through recruitment processes. The Council offers a package of additional benefits to enhance the recruitment offer. Linked to the above, the Council has developed innovative partnering relationships with other sectors including the private sector to make posts uniquely attractive. Best Employee Experience is a programme to attract and develop the right skills. It is a programme developing the talent within the staff resource through secondments and tailored development programmes.	2	2	4
Contract Management & Procurement	4	4	16	Corporate procurement staff and legal team to support where necessary on contract management. Policies and procedures are in place. Procurement Gateway Board oversees a procurement planning process. Training programme in place for staff.	3	2	6
Information Governance & Data Protection	4	4	16	Policies and procedures are in place. Corporate Governance is training is undertaken annually and includes information governance as appropriate to reflect changes in legislation. The	4	1	4

Corporate Risk Register							
Risk Area	Inherent Risk			Control Measures	Residual Risk		
	Impact	Likelihood	Rating		Impact	Likelihood	Rating
				Council has a dedicated SIRO. Corporate Governance Groups are in place to scrutinise impacts/issues arising.			
Emergency Planning & Business Continuity arrangements	4	4	16	Business continuity plans have been documented, policies and procedures are in place, initial continuity plans are in place to allow access to the service through alternative mechanisms (Hermitage Leisure Centre)	4	1	4
Effective IT Systems & Procedures	4	4	16	Fully resilient environment in place with no single points of failure for core systems, other critical systems use cold standby equipment. New business services are being run in remote fully resilient data centres and existing systems are being progressively migrated to these cloud computing centres. Data is backed up to a second disk unit at the council office and a third offsite at Hermitage Leisure Centre so there are multiple levels of protection. Improved business recovery arrangements have been implemented to minimise recovery time.	3	2	6
Project & Programme Management	4	4	16	Progress is shared with regularly with CLT, experienced PRINCE 2 staff, transformation programme is continually reassessing its objectives	3	2	6
Governance, Policies & Procedures	4	4	16	Policies & procedures in place, governance processes are documented and in operation, ongoing assessments and reviews are performed.	4	1	4

Appendix 2

COUNCIL DELIVERY PLAN & KEY FRONT LINE SERVICES – ACTIONS AND PERFORMANCE INDICATORS BY EXCEPTION ONLY FOR QUARTER 2 CABINET PERFORMANCE REPORT

Key



Performance on track (milestones) or performance on or above target (PI's)



Performance under control (milestones)



Performance failing (milestones) or performance below target (PIs)

COUNCIL DELIVERY PLAN & KEY FRONT LINE SERVICES – ACTIONS

Housing Services Actions				
Action	Responsible Officer	Action milestones for 2014/15		
		Q2 Milestone	Q2 Progress	Status
Feedback from customers is used to inform future service delivery and service improvements	Chris Lambert	Consult Housing Management Working Group to identify quick wins and top 3 priorities and develop implementation plan.	Action delayed until the November meeting of the Housing Management Working Group	☹️
To significantly improve the condition of our housing stock through the Decent Homes Improvement Programme	Chris Lambert	Complete final accounts for 2013/14 year.	External audit of 2013-14 backlog funded programme undertaken in September by KPMG on behalf of Homes & Community Agency and signed off. Final accounts to be completed by 31 October 2014.	☹️

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Revenues & Benefits Actions				
Action	Responsible Officer	Action milestones for 2014/15		
		Q2 Milestone	Q2 Progress	Status
Implement the recommendations resulting from an external review of the Revenues and Benefits service	Ray Bowmer	Report recommendations and timescales for implementation agreed by Joint Committee	The permanent Head of Partnership took up post in September 2014. The focus of her work has been on finalising the new staffing structure ready for consultation in November 2014. An overarching Project Plan is being completed for the Partnership Management Board to ensure	☹️

Revenues & Benefits Actions

Action	Responsible Officer	Action milestones for 2014/15		
		Q2 Milestone	Q2 Progress	Status
			the delivery of the recommendations of the External Review.	
Make services available on the web for Revenues and Benefits customers to self-serve	Ray Bowmer	Identify key steps in the project and ICT requirements. An initial focus is to be given to Direct Debit over the web.	The Connect project is underway but there are some IT issues to resolve at each Council in order to further progress this. Each Council has a different website so this needs to be tailored to each one.	☹


Development Control Actions

Action	Responsible Officer	Action milestones for 2014/15		
		Q2 Milestone	Q2 Progress	Status
Review and refresh the Agents Forum, which will help improve the working relationship with agents		Review feedback from Forum and set in place any agreed action points	An agents Forum was not held in this quarter. An Agents Forum has now been arranged for 12th December	☹
		Carry out liaison and engagement with Parish/Town Councils and undertake rolling programme of bespoke Parish training delivery	Due to continuing resource issues which are being addressed, no contact with clerks has been made to discuss engagement with them on planning applications and to assess required planning training needs for Parish and Town Councils. It is anticipated that training will be arranged for Quarter 4. Training needs to be raised	☹



Development Control Actions

Action	Responsible Officer	Action milestones for 2014/15		
		Q2 Milestone	Q2 Progress	Status
Engage with and deliver planning related training to the Parish and Town Councils		across a range of formats to include training at Parish offices and centralised training	at Parish Council Liaison meeting at the beginning of December.	
		Carry out review of training feedback delivered to date to inform ongoing programme	Due to continuing resource issues, no contact with clerks has been made to discuss engagement with them on planning applications and to assess required planning training needs for Parish and Town Councils. It is anticipated that training will be arranged for Quarter 4. Parish Council are though currently trialling e-consultation with the Planning and Development Team and feedback questionnaire to be sent to Parish Chairpersons and Clerks with deadline of end November so that feedback can be discussed at next Parish Liaison meeting at the beginning of December.	☹️


Other CDP Actions

Action	Responsible Officer	Action milestones for 2014/15		
		Q2 Milestone	Q2 Progress	Status
To empower community groups to develop a series of projects that make a difference to residents' quality of life and the environment	John Richardson	Launch the Small Grants Programme 2014/15	The launch of the revised grants programme has been delayed and will be considered by Cabinet in October 2014	



COUNCIL DELIVERY PLAN & KEY FRONT LINE SERVICES – PERFORMANCE INDICATORS

Performance Indicators – Housing				
Performance Indicators	Q2 Target	Q2 Actual	Status	Commentary
% tenants satisfied with the allocation and lettings process	88%	84%		Of the 25 responses received during Q1 & Q2, 84% were satisfied or very satisfied with the allocation and letting process. 1 was neither satisfied or dissatisfied. 3 responses were dissatisfied due to the general condition of the interior of the property, priority banding awarded, difficulties bidding for properties being advertised. Advice and support is available for customers from the Housing Choices team and options to further promote the advice and support service will be explored
Average re-let times (days)	36 days	62 days		The stand alone performance for September was 54 days, an improvement of 16 days compared with the performance in August. At the end of September 2014, there were 257 properties void, of which 158 are active voids. Close working with the In House Repairs Team has enabled a business case to be submitted to retain 7 additional operatives assist in the speedy return of voids properties. A high level review of voids is underway involving the Director of Housing.

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Performance Indicators – Revenues & Benefits				
Performance Indicators	Q2 Target	Q2 Actual	Status	Commentary
Council Tax in year collection rate	57.12%	56.84%		Council Tax collection is still down when compared to the same period last year and the 2014/15 target (57.12%). This has been highlighted to Ray and the Board but a decision has been made to retain the current target. The reduction in collection is due to the change to the LCTS scheme, the delays in sending cases to the bailiffs due to additional checking and allowing for responses to correspondence which is now required following the introduction of the new bailiff rules.

Performance Indicators – Development Control

Performance Indicators	Q2 Target	Q2 Actual	Status	Commentary
% of minor planning applications processed within 8 weeks (assessed against national target)	65%	61.42%		61.42% Performance improved slightly in Q2 but remains below target at 59.32% (April-September) partly in light of the number of applications that require the completion of Section 106 agreements to secure financial contributions required by the River Mease SAC Developer Contribution Strategy.
% of other planning applications processed within 8 weeks (assessed against national target)	80%	71.53%		71.53% Performance dipped in Quarter 2 and is now below the national target (80%) at 76.54% (April-September) partly due to workloads and the holiday period .It is expected that Performance will improve again through Quarter 3

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