

SUMMONS TO ATTEND THE ANNUAL MEETING OF THE  
NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

Time/Date 6.30 pm on TUESDAY, 13 MAY 2014  
Location Council Chamber, Council Offices, Coalville  
Officer to contact Democratic Services (01530 454512)

*Christine E. Fisher*

.....  
Chief Executive

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**

**PART A**

**Item** **Pages**

**PRAYERS**

**1. APOLOGIES FOR ABSENCE**

**2. DECLARATION OF INTERESTS**

Members are reminded that any declaration of interest should be made having regard to the code of conduct. In particular, members must make clear the nature of the interest and whether it is 'pecuniary' or 'non pecuniary'.

**3. APPOINTMENT OF CHAIRMAN**

To appoint the Chairman of the Council for the ensuing municipal year.



<b>Item</b>	<b>Pages</b>
<b>4. APPOINTMENT OF DEPUTY CHAIRMAN</b>	
To appoint the Deputy Chairman of the Council for the ensuing municipal year.	
<b>5. APPOINTMENT OF LEADER</b>	
To appoint the Leader of the Council for the ensuing municipal year.	
<b>6. CHAIRMAN'S ANNOUNCEMENTS</b>	
<b>7. LEADER'S AND PORTFOLIO HOLDERS' ANNOUNCEMENTS</b>	
Members are reminded that under paragraph 11.1 of part 4 of the Constitution, questions can be asked of the Leader and Cabinet Members without notice about any matter contained in any address. Questions shall be limited to five minutes in total for each announcement.	
<b>8. QUESTION AND ANSWER SESSION</b>	
To receive questions from members of the public under procedure rule no.10. The procedure rule provides that members of the public may ask members of the Cabinet any question on any matter in relation to which the Council has powers or duties which affect the District, provided that three clear days' notice in writing has been given to the Head of Legal and Support Services.	
<b>9. QUESTIONS FROM COUNCILLORS</b>	
To receive members' questions under procedure rule no.11. The procedure rule provides that any member may ask the chairman of a board or group any question on any matter in relation to which the Council has powers or duties which affect the District, provided that three clear days' notice in writing has been given to the Head of Legal and Support Services.	
<b>10. PETITIONS</b>	
To receive petitions in accordance with the Council's Petition Scheme.	
<b>11. MINUTES</b>	
To confirm the minutes of the meeting of the Council held on 25 March 2014	<b>5 - 12</b>
<b>12. APPOINTMENT OF COMMITTEES AND GROUPS, ELECTION OF CHAIRMEN AND DEPUTY CHAIRMEN</b>	
Report of the Head of Legal and Support Services Presented by the Corporate Portfolio Holder	<b>13 - 18</b>
<b>13. APPOINTMENT OF REPRESENTATIVES ON COMMUNITY BODIES</b>	
Report of the Head of Legal and Support Services Presented by the Corporate Portfolio Holder	<b>19 - 24</b>
<b>14. SCHEDULE OF MEETINGS 2014/2015</b>	
Report of the Head of Legal and Support Services Presented by the Corporate Portfolio Holder	<b>25 - 28</b>

<b>Item</b>	<b>Pages</b>
<b>15. MEMBER CONDUCT ANNUAL REPORT 2013/14</b>	
Report of the Head of Legal and Support Services Presented by the Corporate Portfolio Holder	<b>29 - 36</b>
<b>16. URGENT DECISIONS TAKEN BY CABINET IN QUARTER 4 2013/14</b>	
Report of the Head of Legal and Support Services Presented by the Leader	<b>37 - 40</b>

This page is intentionally left blank

MINUTES of a meeting of the COUNCIL held in the Council Chamber, Council Offices, Coalville on TUESDAY, 25 MARCH 2014

Present: Councillor G Jones (Chairman)

Councillors R Adams, R D Bayliss, R Blunt, A Bridges, J Bridges, N Clarke, P Clayfield, J Cotterill, J G Coxon, D De Lacy, D Everitt, T Gillard, R Holland, J Hault, D Howe, P Hyde, R Johnson, C Large, J Legrys, T Neilson, T J Pendleton, V Richichi, J Ruff, N J Rushton, A C Saffell, S Sheahan, N Smith, A V Smith MBE, M Specht, D J Stevenson, R Woodward and M B Wyatt

Officers: Mr S Bambrick, Ms C E Fisher, Mrs M Meredith, Mr P Padaniya, Mrs M Phillips and Miss E Warhurst

### **81. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors G A Allman, J Geary, L Massey, C Meynell and L Spence.

Councillor D J Stevenson requested that a letter be sent from the Council to Councillor G A Allman sending best wishes from all Members.

### **82. DECLARATION OF INTERESTS**

There were no interests declared.

### **83. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman made the following announcements:

- The Civic Service had taken place at St. Helen's Church in Ashby de la Zouch on Sunday, 16 March and had been very well attended.
- The Civic dinner and Green Footprints awards would take place on Friday, 4 April.
- The Chairman thanked all Members who had attended the tree planting event at the Jubilee Woods on Friday, 14 March to mark the fortieth anniversary of the Council.

### **84. LEADER'S AND PORTFOLIO HOLDERS' ANNOUNCEMENTS**

Councillor A V Smith announced that following development by a task and finish group and consideration at Policy Development Group, the measures to be contained in the Armed Forces Community Covenant had been agreed. She reported that the covenant would be signed on Friday, 2 May by the Leader of the Council, Andrew Bridgen MP, the Chief Executive of the Council, Lt Col. David Dawber representing the Armed Forces and David Atterbury as County Chairman of the Royal British Legion Groups. She added that by signing the covenant the Council were making a public statement and commitment to working with the armed forces community in North West Leicestershire, which was supported by all.

Councillor A V Smith advised that in her role as the Council's Armed Forces Champion,

she had been made aware that this year's Normandy Veterans service was unfortunately to be the last one organized by the Normandy Veterans Association due to the age of the veterans. She urged all members to support this last service which would take place on Saturday, 31 May at Holy Rood Church in Packington. She asked all Members to let her know if they were able to attend.

Councillor R D Bayliss gave an update on the Green and Decent Homes project, which invited tenants to participate in a trial of alternative energy forms to identify the most suitable types of technology for the Council's housing stock. He reported that nearly 60 families had expressed an interest in participating, and after reviewing all applicants, this had been reduced to 12 properties. He added that the Energy Trust had recommended the following technologies:

Solar thermal heating (4 properties).  
 Solar photovoltaic system (3 properties).  
 Air source heat pumps (2 properties).  
 Hybrid air source heat pump and gas system (1 property).  
 Biomass system (1 property).  
 Ground source heat pump (1 property).

Councillor R D Bayliss explained that all participating tenants had agreed to allow the Council to monitor the technologies for 12 months. Smart meters and similar monitoring equipment would be installed to keep track of monthly fuel usage. He stated that work would hopefully start in April / May 2014. He thanked everyone who had taken part in the project.

Councillor R D Bayliss reiterated that he had promised to keep Members informed on progress in respect of the loophole regarding the under-occupancy charge. He referred to information from the Revenues and Benefits partnership which had been received today and summarised the actions taken as follows:

- System reports were produced for North West Leicestershire which identified 288 people from the electronic records available. This list of 288 people included Council tenants and Housing Association tenants affected by the under-occupancy changes, who appeared to meet the main criteria for the exemption.
- A letter was drafted and approved and was loaded onto the Document Management System on 26 February 2014.
- The Partnership's Welfare Reform Officers went through the list of 288 people, filtering each case and checking against the Council Tax records to see if they had moved since 1 April 2006.
- The list of 288 people was cross-referenced against the lists also provided by the Housing department and East Midlands Housing to ensure that all those possibly affected were checked.
- Anyone who had moved was not written to as it was clear that they would not be eligible for the exemption.
- Once the list had been filtered, and those who had moved were removed from the list, the number of claimants potentially affected was reduced to 168. 168 letters were issued between 27 February 2014 and 5 March 2014.
- 33 applications have subsequently been received. 19 have been completed and 14 are currently new or in progress pending an investigation of the paper files.

- Of the 19 completed applications, 9 were successful and these claimants have been issued with a revised award letter. 8 of these were Council Tenants and for these cases the resulting credit has gone to their rent account. The Housing department will determine if a refund direct to the tenant is appropriate. 2 of these cases received a Discretionary Housing Payment, which, following DWP guidance, will not be recovered from the tenant.
- Of the 10 unsuccessful cases, the reasons for refusal varied. The reasons included:
  1. They moved in or out after 1996,
  2. There was an ineligible break in the claim,
  3. Housing benefit was first claimed or commenced after January 1996.
- Each unsuccessful claimant has been sent a refusal letter explaining the reason for the refusal and advising them of their appeal rights.
- In most cases, the reasons for refusal were obvious from the information written on the declaration form or from the summary notes contained within each paper file.

Councillor R D Bayliss agreed to provide Councillor D De Lacy with a copy of the information he had received.

Councillor S Sheahan stated that when considering green energy it was important to look at fuel poverty and combating rising fuel prices. In respect of the under-occupation charge he added that it was important to bear in mind that this reinforced that it was unfair and had not been thought through, as the Labour Group had said all along. He added that he would be keeping a close eye on this issue as it was important to ensure that people were not being overcharged.

Councillor D De Lacy thanked Councillor R D Bayliss for the report and added that he looked forward to reading it in detail. He expressed concern regarding the content and complexity of the letter which had been sent to tenants. He referred to a demonstration which had recently taken place at Stephenson College which he had found fascinating. He urged any Members who were interested in finding out more about green energy to visit the college.

Councillor T J Pendleton reported that he had presented the Respect Awards last week at the Radisson Blu hotel. He announced with great pleasure that the Council's Community Safety Team Leader, Sarah Favell, had become the first civilian to receive a Superintendent commendation from Leicestershire Police for her partnership work in tackling anti-social behaviour in the District. He explained that the commendation was awarded for the innovative approach which had brought together partners and council departments to work together and share information to improve customer satisfaction with the way anti-social behaviour was tackled.

Councillor T Neilson congratulated Sarah Favell on her award. He stated that he had seen the effect of her work on the levels of crime and anti-social behaviour in Measham. He thanked her for her work in contributing to the safety of all.

## **85. QUESTION AND ANSWER SESSION**

No questions were received.

## **86. QUESTIONS FROM COUNCILLORS**

No questions were received.

## **87. PETITIONS**

No petitions were received.

## **88. MINUTES**

Consideration was given to the minutes of the meeting held on 25 February 2014.

Councillor T Gillard stated that at the last meeting he had indicated that he would give an update on Formula E. However as 3 announcements had already been made, he intended to provide a written update to all Members.

It was moved by Councillor G Jones, seconded by Councillor D J Stevenson and

RESOLVED THAT:

The minutes of the meeting held on 25 February 2014 be approved and signed by the Chairman as a correct record.

## **89. ADDITIONAL COSTS OF THE DECENT HOMES IMPROVEMENT PROGRAMME 2014/15**

Councillor R D Bayliss presented the report to Members, drawing their attention to the report to Cabinet attached as Appendix 1 which highlighted the results of the 100% condition survey of the housing stock and the costs associated with the additional work required. He referred to the call-in of the item following the Cabinet meeting and advised that Policy Development Group had resolved that no further action be taken.

Councillor S Sheahan stated that he would be supporting the recommendations, however he felt there were some important lessons to be learned. He added that this was not a case of tax and spend, but rather spend and bend the rules as was demonstrated by the fact that the prudential indicators and the Housing Revenue Account budget were being revised so soon after being agreed. He stated that tighter control on spending was necessary, as well as more accurate surveys and better budgetary planning.

Councillor P Hyde referred to the use of windfall income and sought clarification on how a windfall could be predicted for 2014/15.

Councillor N J Rushton stated that he was proud of what had been achieved and felt that residents would agree at the next election. He referred to the funding provided by the Coalition Government to deliver improvements to the worst housing stock in the country and added that in four years all of the Council's housing stock would have been renovated with no exception. He stated that he was proud of what the officers had delivered.

In response to Councillor S Sheahan, Councillor R D Bayliss stated that the impact on the business strategy was unknown. He explained however that the accumulation of current balances in the Housing Revenue Account budget would be offset against the maturation of loans in 9 years, which was why the additional funding could be safely drawn down to support the programme. He added that if additional borrowing was subsequently required, this could be accommodated as there was considerable financial headroom due to careful estimating. He stated that the housing condition surveys were accurate and explained that data had been extrapolated from a survey of a percentage of the Council's housing stock. In the final year of the programme, all remaining properties were surveyed and this had identified the additional work required. He stated that he felt confident in the standard of the surveys. He thanked Councillor S Sheahan for expediting the call-in process, and the Chief Executive for facilitating the urgent item to Policy Development Group, which enabled the report to be considered at this meeting of the Council. He also thanked Policy Development Group for their effective review of the issue. He urged



Members to keep their promises to tenants and ensure that all properties could be made decent.

It was moved by Councillor R D Bayliss, seconded by Councillor N J Rushton and

RESOLVED THAT:

- a) The projected increase in costs associated with completing the 2014/15 Decent Homes Programme of Improvements as detailed in the report to Cabinet attached as Appendix 1 be noted.
- b) Council considers the report to Cabinet and the associated recommendation from Cabinet in relation to funding the required works and approves the revised 2014/15 Housing Capital Programme and HRA Budget as detailed in Appendix 2 and 3 of this report to fund this increase in costs, and the amended Prudential Indicators detailed in Appendix 4.
- c) Council agrees to receive a further report at its meeting on 1 July 2014 regarding the funding options to complete decent homes improvements to the additional non decent properties recently identified.

## **90. PROPOSED COUNCIL DELIVERY PLAN 2014/15**

Councillor R Blunt presented the report to Members, outlining the Council's priorities for the forthcoming year.

Councillor S Sheahan referred to the long term future of housing schemes and expressed the importance of ensuring the remaining tenants were properly looked after and communities were consulted.

Councillor T Neilson stated that these were nice words but there was no bold vision. He added that there were lots of vague promises and felt that there was much more that could be done.

Councillor D J Stevenson stated that the document was far more exciting than the budget presented by the Opposition at the previous meeting. He felt that without a budget proposal, these statements were pie in the sky.

Councillor J Legrys sought clarification that the Council Delivery Plan was under discussion rather than the budget.

Councillor J Legrys commented that any forward plan would fail when it was considered in retrospect. He felt that the document was anodyne. He expressed annoyance that the document contained a bold statement about investing in local Councillors when three of his Members were having their IT equipment taken away because the software was extinct and there was no money to replace them. He asked how such a statement could be made and stated that he would be scrutinising the document in some detail next year.

Councillor R Blunt stated that the issue of sheltered housing schemes was taken very seriously indeed and agreed this was a very sensitive issue. He felt that the document was not anodyne. He added that there was nothing clever or brave, but it was about what was possible and would ensure the promises made would be kept. He concluded that the Council as an organisation was professional, well-run and highly motivated to deliver. He challenged the Opposition to prove they could do a better job. In respect of computers, he stated that the world had moved on and it was generally considered that most people would have their own computers.

It was moved by Councillor R Blunt, seconded by Councillor A V Smith and

RESOLVED THAT:

- a) The proposed Council Delivery Plan 2014/15 be approved.
- b) The Chief Executive, in consultation with the Leader of the Council, be authorised to make any final technical amendments to the targets for 2014/15.

## **91. REVIEW OF STATEMENT OF LICENSING POLICY**

Councillor A V Smith presented the report to Members, drawing their attention to the process which had been undertaken and the proposed changes to the cumulative impact policy in Ashby de la Zouch town centre.

Councillor P Hyde stated that there had been a lot of debate on this item. He expressed frustration that the Police were still not producing an evidence base but were relying on the special policy. He asked if a meeting could be arranged to ensure that time was not wasted.

Councillor N Smith concurred with Councillor P Hyde and added that this had been raised repeatedly. He stated that a meeting would be arranged and Councillor P Hyde would be invited to attend.

Councillor T Neilson stated that contrary to what Members had heard earlier, the Council was not working well with the Police in this case, and despite several pleas for them to provide an evidence base, this was not forthcoming. He felt the changes to the policy made it better and more robust. He pleaded for consistency across the Council in partnership working with the Police.

Councillor M Specht stated that it was good to see common sense prevail in that the Shoulder of Mutton had not been added to the special policy area.

Councillor A C Saffell referred to the outdoor music events which had caused disturbance in his Ward and felt that nothing had been done about this issue. He stated that if these licences were granted this year, there would be a huge number of complaints. He stated that the issues needed to be resolved in advance to keep the noise levels down. He explained that a change in the wind direction could mean that the noise was much louder, and felt that restrictions should be in place in advance to prevent this. He added that there was never a problem with the Download festival as it was controlled properly. He stated that officers had not demonstrated that they could control events and the policy had not been changed to take account of that.

Councillor J Legrys expressed support for the policy. He took issue with Councillor A C Saffell's statement and highlighted the social and economic benefits of festivals. He added that staff worked hard to ensure the District was a pleasant place to live, and he did not want to hear officers being denigrated.

Councillor A V Smith stated that officers would continue to work hard to ensure that noise was kept down as much as possible.

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

RESOLVED THAT:

The draft Statement of Licensing Policy be approved.

**92. PAY POLICY STATEMENT 2014/15**

Councillor R Blunt presented the report to Members, drawing their attention to the reduction in ratio, which was a step in the right direction.

Councillor S Sheahan referred to the motion at Leicestershire County Council in respect of the living wage and felt that there were inconsistencies as this was not carried.

It was moved by Councillor R Blunt, seconded by Councillor N J Rushton and

RESOLVED THAT:

The Council's Pay Policy Statement 2014/15, as attached at Appendix 1 of this report, be approved.

The meeting commenced at 6.30 pm

The Chairman closed the meeting at 7.27 pm

This page is intentionally left blank

**NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL**

**ANNUAL COUNCIL - 13 MAY 2014**

Title of report	<b>APPOINTMENT OF COMMITTEES AND GROUPS, ELECTION OF CHAIRMEN AND DEPUTY CHAIRMEN</b>
Contact	Councillor Nick Rushton 01530 412059 <a href="mailto:nicholas.rushton@nwleicestershire.gov.uk">nicholas.rushton@nwleicestershire.gov.uk</a>  Head of Legal and Support Services 01530 454762 <a href="mailto:elizabeth.warhurst@nwleicestershire.gov.uk">elizabeth.warhurst@nwleicestershire.gov.uk</a>
Purpose of report	To appoint the Committees and Groups of the Council and members to serve thereon and also to elect the chairmen and deputy chairmen.
Council's Priorities	Value for Money.
Implications:	
Financial/staff	None.
Link to relevant Corporate Action Team	None.
Risk management	None.
Equalities Impact Assessment	Not applicable.
Human rights	None.
Transformational Government	None.
Comments of the Head of Paid Service	The report is satisfactory.
Comments of the Section 151 Officer	The report is satisfactory.
Comments of the Monitoring Officer	The report is satisfactory.
Consultees	Leaders of Political Groups.
Background papers	<a href="#">The Council's Constitution</a>
Recommendations	<b>(A) TO MAKE THE APPOINTMENTS TO THE COMMITTEES AND GROUPS LISTED IN PARAGRAPH 1.2 OF THE REPORT.</b>

	<b>(B) THAT CHAIRMEN AND DEPUTY CHAIRMEN BE APPOINTED FOR THE COMMITTEES AND GROUPS LISTED IN PARAGRAPH 2.1 OF THE REPORT.</b>
--	--

**1.0 APPOINTMENT TO COMMITTEES AND GROUPS**

1.1 In accordance with the Constitution Members must, at the Council’s Annual Meeting, receive nominations of Councillors to serve on each board or committee and appoint to those boards or committees.

1.2 The Committees and Groups include:

- Appointments Committee *(4 Members plus appropriate Portfolio Holder)*
- Audit and Governance Committee *(10 Members)*
- Electoral Review Working Party *(5 Members)*
- Employee Joint Consultative Committee *(6 Members)*
- Investigatory Committee *(3 Members)*
- Licensing Committee *(17 Members)*
- Local Plan Advisory Committee *(7 Members)*
- Planning Committee *(17 Members)*
- Policy Development Group *(10 Members)*

**2.0 APPOINTMENT OF CHAIRMEN AND DEPUTY CHAIRMEN**

2.1 Members are asked to appoint the Chairmen and Deputy Chairman to the following:

- Audit and Governance Committee
- Licensing Committee
- Planning Committee
- Policy Development Group

**3.0 NOMINATIONS**

3.1 Nominations for the seats on the above committees and groups will be circulated at the meeting.

## APPENDIX 1 - NOMINATIONS FOR COMMITTEES AND GROUPS

### APPOINTMENTS COMMITTEE (5 members)

Appointments for 2013/14	Nominees for 2014/15
Councillor R Blunt Councillor J Legrys Councillor A V Smith Councillor R Woodward Appropriate Portfolio Holder	

### AUDIT AND GOVERNANCE COMMITTEE (10 members)

Appointments for 2013/14	Nominees for 2014/15
<b>Chairman:</b> Councillor T Neilson <b>Deputy Chairman:</b> Councillor J Cotterill  Councillor A Bridges Councillor D De Lacy Councillor D Everitt Councillor G Jones Councillor C Large Councillor A C Saffell Councillor N Smith Councillor R Woodward	

### COALVILLE SPECIAL EXPENSES WORKING PARTY

Appointments for 2013/14	Nominees for 2014/15
Ward members for Bardon, Coalville, Greenhill, Snibston and Thringstone:  Councillor R Adams Councillor N Clarke Councillor P Clayfield Councillor D Everitt Councillor J Geary Councillor R Johnson Councillor J Legrys Councillor M Specht Councillor L Spence Councillor M B Wyatt	Ward members for Bardon, Coalville, Greenhill, Snibston and Thringstone:  Councillor R Adams Councillor N Clarke Councillor P Clayfield Councillor D Everitt Councillor J Geary Councillor R Johnson Councillor J Legrys Councillor M Specht Councillor L Spence Councillor M B Wyatt

**ELECTORAL REVIEW WORKING PARTY (5 members)**

<b>Appointments for 2013/14</b>	<b>Nominees for 2014/15</b>
Councillor R Blunt Councillor J Legrys Councillor N J Rushton Councillor A V Smith Councillor L Spence	

**EMPLOYEE JOINT CONSULTATIVE COMMITTEE (6 members)**

<b>Appointments for 2013/14</b>	<b>Nominees for 2014/15</b>
Councillor R Adams Councillor A Bridges Councillor J Cotterill Councillor D De Lacy Councillor D Howe Councillor C Large	
Substitutes: Councillors J Bridges, N Clarke, T Gillard & R Johnson	

**INVESTIGATORY COMMITTEE (3 members)**

<b>Appointments for 2013/14</b>	<b>Nominees for 2014/15</b>
Councillor R Blunt Councillor A V Smith Councillor L Spence	
Substitutes: Councillors R D Bayliss, J Legrys & T J Pendleton	



**LICENSING COMMITTEE (17 members)**

<b>Appointments for 2013/14</b>	<b>Nominees for 2014/15</b>
<p><b>Chairman:</b> Councillor N Smith <b>Deputy Chairman:</b> Councillor J Coxon</p> <p>Councillor R Adams Councillor G A Allman Councillor A Bridges Councillor J Cotterill Councillor D Everitt Councillor J Geary Councillor P Hyde Councillor G Jones Councillor C Large Councillor L Massey Councillor T Neilson Councillor V Richichi Councillor J Ruff Councillor M Specht Councillor M B Wyatt</p>	
<p>Substitutes: Councillors J Bridges, D De Lacy, R Holland, J Hault, D Howe &amp; L Spence</p>	

**LOCAL PLAN ADVISORY COMMITTEE (7 members)**

<b>Appointments for 2013/14</b>	<b>Nominees for 2014/15</b>
<p>Councillor R D Bayliss Councillor J Bridges Councillor D De Lacy Councillor C Large Councillor J Legrys Councillor V Richichi Councillor S Sheahan</p>	
<p>Substitutes: Councillors R Adams, A Bridges, A V Smith &amp; R Woodward</p>	

## PLANNING COMMITTEE (17 members)

Appointments for 2013/14	Nominees for 2014/15
<p><b>Chairman:</b> Councillor D J Stevenson <b>Deputy Chairman:</b> Councillor J Bridges</p> <p>Councillor R Adams Councillor G A Allman Councillor J Coxon Councillor D Everitt Councillor T Gillard Councillor J Hout Councillor D Howe Councillor R Johnson Councillor G Jones Councillor J Legrys Councillor T Neilson Councillor N Smith Councillor M Specht Councillor R Woodward Councillor M B Wyatt</p>	
<p>Substitutes: Councillors A Bridges, N Clarke, J Cotterill, J Geary, P Hyde &amp; V Richichi</p>	

## POLICY DEVELOPMENT GROUP (10 members)

Appointments for 2013/14	Nominees for 2014/15
<p><b>Chairman:</b> Councillor J Coxon <b>Deputy Chairman:</b> Councillor M Specht</p> <p>Councillor N Clarke Councillor J Cotterill Councillor D Everitt Councillor J Geary Councillor V Richichi Councillor A C Saffell Councillor S Sheahan Councillor N Smith</p>	
<p>Substitutes: Councillors R Adams, G A Allman, D Howe &amp; C Large</p>	

**NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL**

**ANNUAL COUNCIL – 13 MAY 2014**

Title of report	<b>APPOINTMENT OF REPRESENTATIVES ON COMMUNITY BODIES</b>
Contact	Councillor Nick Rushton 01530 412059 <a href="mailto:nicholas.rushton@nwleicestershire.gov.uk">nicholas.rushton@nwleicestershire.gov.uk</a>  Head of Legal and Support Services 01530 454762 <a href="mailto:elizabeth.warhurst@nwleicestershire.gov.uk">elizabeth.warhurst@nwleicestershire.gov.uk</a>
Purpose of report	To approve the nominations for representatives on community bodies for 2014/2015.
Council's Priorities	Homes and Communities Value for Money
Implications:	
Financial/staff	None.
Link to relevant Corporate Action Team	Links to all Corporate Action Teams.
Risk management	None.
Equalities Impact Assessment	Not applicable.
Human rights	None.
Transformational Government	None.
Comments of the Head of Paid Service	The report is satisfactory.
Comments of the Section 151 Officer	The report is satisfactory.
Comments of the Monitoring Officer	The report is satisfactory.
Consultees	Political Group Leaders.
Background papers	Correspondence from Community Bodies requesting nominations held in Room 122 (Democratic Services).
Recommendations	<b>THAT REPRESENTATIVES BE APPOINTED TO SERVE ON THE COMMUNITY BODIES LISTED AT APPENDIX 1</b>

## **1. COMMUNITY BODIES**

- 1.1 Attached at Appendix 1 is the table of community bodies, which has been previously circulated to Political Group Leaders. A review of the community bodies was undertaken in January 2014, and four community bodies which no longer operate or no longer require a representative have been removed from the table.
- 1.2 Members are asked to appoint to the community bodies for the 2014/15 municipal year. Members are reminded that any community bodies they are appointed to by Council need to be recorded on their register of interests. The requisite form will be circulated to members following the meeting.

## **2.0 NOMINATIONS**

- 2.1 Nominations to the community bodies will be circulated at the meeting.

## APPOINTMENT OF REPRESENTATIVES ON COMMUNITY BODIES 2014/15

Body	Appointments for 2013/2014	Nominees for 2014/15
<b>Ashby Town Team</b> (1 seat)	Councillor G Allman	
<b>Bardon Hill Quarries Liaison Committee</b> (2 seats)	Councillors R Adams and N Clarke	
<b>Breedon Quarry Liaison Committee</b> (3 seats)	Councillors R Holland (as Valley ward member), N Rushton (as Breedon ward member) and D J Stevenson (as Valley ward member)	
<b>CCTV Operations Management Group</b> (1 seat)	Councillor T J Pendleton (as relevant Portfolio Holder)	
<b>Cliffe Hill Quarry Liaison Committee</b> (1 seat)	Councillor V Richichi	
<b>Coalville and District Town Twinning Association</b> (2 seats)	Councillors P Clayfield and M Specht	
<b>Coalville and District Voluntary Relief in Sickness Fund</b> (1 seat)	Councillor A V Smith (as relevant Portfolio Holder)	
<b>Creative Leicestershire Partnership Meeting</b> (1 seat)	Councillor A V Smith (as relevant Portfolio Holder)	
<b>Disability Action Group</b> (6 seats)	Councillors G A Allman, P Clayfield, L Massey, V Richichi, J Ruff and M Specht	
<b>Donington Park Consultative Forum</b> (6 seats)	Councillors C Large (as Castle Donington ward member), C Meynell (as Castle Donington ward member), T J Pendleton (as Kegworth & Whatton ward member), N Rushton (as Breedon ward member), A C Saffell (as Castle Donington ward member) and A V Smith (as Kegworth & Whatton ward member)	
<b>East Midlands Airport Independent Consultative Committee</b> (1 seat & 1 substitute)	Councillor D J Stevenson (as Chair of Planning Committee) (sub J Bridges (as Deputy Chair of Planning Committee)	
<b>East Midlands Airport Liaison Panel</b> (6 seats)	Councillors C Large (as Castle Donington ward member), C Meynell (as Castle Donington ward member), T J Pendleton (as Kegworth & Whatton ward member), N Rushton (as Breedon ward member), A C Saffell (as Castle Donington ward member) and A V Smith (as Kegworth & Whatton ward member)	

Body	Appointments for 2013/2014	Nominees for 2014/15
<b>East Midlands Distribution Park Liaison Committee</b> (4 seats)	Councillors C Large (as Castle Donington Ward Member), C Meynell (as Castle Donington Ward Member), N Rushton (as Breedon ward member) and A C Saffell (as Castle Donington ward member)	
<b>Former Lount Landfill Site Liaison Committee</b> (2 seats)	Councillors T Neilson and D J Stevenson	
<b>Grace Dieu Priory Trust</b> (2 seats)	Councillors D Everitt and L Spence	
<b>Highways Forum</b> (8 seats & 8 substitutes)	Councillors R Adams (sub J Legrys), J Cotterill (sub C Meynell), D De Lacy (sub J Geary), D Howe (sub T Neilson), C Large (sub J Bridges), A C Saffell (sub A V Smith), N Smith (sub A Bridges) and M Specht (sub V Richichi)	
<b>Home Start - North West Leicestershire</b> (1 seat)	Councillor R Bayliss (as relevant Portfolio Holder)	
<b>Hood Park / Ivanhoe Steering Committee</b> (1 seat)	Councillor J Coxon	
<b>Leicester, Leicestershire and Rutland Police and Crime Panel</b> (1 seat)	Councillor T J Pendleton (as relevant Portfolio Holder)	
<b>Leicestershire and Rutland Heritage Forum</b> (1 seat)	Councillor M Specht	
<b>Leicestershire's Environment Board</b> (1 seat & 1 substitute)	Councillor A V Smith (as relevant Portfolio Holder) (sub N Smith)	
<b>Local Government Association – General Assembly</b> (1 seat)	Councillor R Blunt (as Leader of the Council)	
<b>Mantle Community Arts</b> (2 seats)	Councillors P Clayfield and A V Smith (as relevant Portfolio Holder)	
<b>Minorca Surface Mine Site Liaison Committee</b> (2 seats)	Councillors G Jones and T Neilson	
<b>The National Forest Charitable Trust</b> (1 seat)	Councillor N Smith and Chief Executive (ex-officio)	
<b>New Albion Revised Liaison Committee</b> (1 seat)	Councillor P Hyde	
<b>North West Leicestershire Hackney Carriage and Private Hire Taxi Licensing Forum</b> (3 seats)	Councillors J Coxon (as Deputy Chairman of Licensing Committee), P Hyde and N Smith (as Chairman of Licensing Committee)	

<b>Body</b>	<b>Appointments for 2013/2014</b>	<b>Nominees for 2014/15</b>
<b>North West Leicestershire Staying Healthy Partnership</b> (1 seat)	Councillor A V Smith (as relevant Portfolio Holder)	
<b>North West Leicestershire Tourism Promotions Board</b> (1 seat)	Councillor A V Smith (as relevant Portfolio Holder)	
<b>Owen Street Recreation Ground Pavilion Management Committee</b> (3 seats)	Councillors J Geary, R Johnson and J Legrys	
<b>Ravenstone Hospital Charity</b> (2 seats)	Councillors A V Smith and N Smith	
<b>Redbank Manufacturing Liaison Committee</b> (1 seat)	Councillor G Jones	
<b>Safer North West Leicestershire Partnership</b> (1 seat)	Councillor T J Pendleton (as relevant Portfolio Holder)	
<b>Thringstone House Community Centre – Executive Committee</b> (3 seats)	Councillors D Everitt, T Gillard and D Howe	
<b>Whitwick Quarry Liaison Committee</b> (3 seats)	Councillors T Gillard, D Howe and R Woodward	

This page is intentionally left blank



**NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL**

**ANNUAL COUNCIL – 13 MAY 2014**

Title of report	<b>SCHEDULE OF MEETINGS 2014/2015</b>
Contacts	Councillor Nick Rushton 01530 412059 <a href="mailto:nicholas.rushton@nwleicestershire.gov.uk">nicholas.rushton@nwleicestershire.gov.uk</a>  Head of Legal and Support Services 01530 454762 <a href="mailto:elizabeth.warhurst@nwleicestershire.gov.uk">elizabeth.warhurst@nwleicestershire.gov.uk</a>
Purpose of report	To agree the schedule of meetings for the forthcoming year.
Council's Priorities	Value for Money
Implications:	
Financial/Staff	None.
Link to relevant CAT	None.
Risk Management	None.
Equalities Impact Assessment	None.
Human Rights	None.
Transformational Government	None.
Comments of Head of Paid Service	The report is satisfactory.
Comments of Section 151 Officer	The report is satisfactory.
Comments of Monitoring Officer	The report is satisfactory.
Consultees	Corporate Leadership Team Strategy Group Performance and Projects Team Leicestershire County Council

	Town and Parish Councils
Background papers	None.
Recommendations	<b>THE PROPOSED SCHEDULE OF MEETINGS FOR 2014/2015 BE AGREED.</b>

## 1.0 BACKGROUND INFORMATION

1.1 Each year Council are asked to approve the schedule of meetings for the forthcoming year. The proposed Schedule of Meetings for 2014/15 is attached at Appendix 1 to the report.

## 2.0 MAIN FEATURES OF THE SCHEDULE

2.1 The schedule of meetings has been extended to include some dates for July 2015, for reasons of administrative efficiency.

2.2 When compiling the schedule of meetings, regard has been had to the Council's service and financial planning timetable which includes the budget process, and the proposed meeting schedules of Leicestershire County Council and the Parish Councils within North West Leicestershire.

2.3 Meetings of the main committees have been programmed for the municipal year 2014/15 as follows:

Audit and Governance Committee	4
Cabinet	9
Council	5 + Annual Meeting
Licensing Committee	4
Planning Committee	11
Policy Development Group	4

2.4 Please note that the Cabinet meetings are included in the schedule for information only as the frequency, dates and times of the meetings are agreed by the Leader.

2.5 The meetings of the Coalville Special Expenses Working Party are also included for information only as these dates have already been agreed by the Working Party.

2.6 Please note the date of the Annual Council meeting in May 2015 which falls immediately after a Bank Holiday and during half term. This is necessary due to the timing of the local elections and the requirement to hold the Annual Council meeting within 21 days of the retirement of outgoing Councillors. Prior to the Annual Council meeting, Members will also be required to:

- Agree leadership, whips and executive arrangements
- Agree nominations to Committees and Groups
- Attend the induction event
- Sign all the requisite paperwork

The timing of the Annual Council meeting allows sufficient time for these matters to be resolved.

**SCHEDULE OF MEETINGS**

**MAY 2014 – JULY 2015**

Audit & Governance Committee (6.30pm)

Wed, 25 June 2014  
 Wed, 24 September 2014  
 Wed, 10 December 2014  
 Wed, 25 March 2015  
 Wed, 24 June 2015

Cabinet (5.00pm)

(For information only)

Tues, 24 June 2014  
 Tues, 29 July 2014  
 Tues, 23 September 2014  
 Tues, 21 October 2014  
 Tues, 18 November 2014  
 Tues, 9 December 2014  
 Tues, 13 January 2015  
 Tues, 10 February 2015  
 Tues, 3 March 2015  
 Tues, 16 June 2015

Coalville Special Expenses Working Party

(6.30pm)

(For information only)

Tues, 15 July 2014  
 Tues, 14 October 2014  
 Tues, 16 December 2014  
 Tues, 21 April 2015

Council (6.30pm)

Tues, 13 May 2014 (Annual Meeting)  
 Tues, 1 July 2014  
 Tues, 16 September 2014  
 Tues, 11 November 2014  
 Tues, 24 February 2015  
 Tues, 24 March 2015  
 Tues, 26 May 2015 (Annual Meeting)  
 Tues, 30 June 2015

Licensing Committee (6.30pm)

Wed, 18 June 2014  
 Wed, 10 September 2014  
 Wed, 26 November 2014  
 Wed, 18 March 2015  
 Wed, 17 June 2015

Planning Committee (4.30pm)

Tues, 10 June 2014  
 Tues, 8 July 2014  
 Tues, 5 August 2014  
 Tues, 2 September 2014  
 Tues, 7 October 2014  
 Tues, 4 November 2014  
 Tues, 2 December 2014  
 Tues, 6 January 2015  
 Tues, 3 February 2015  
 Tues, 10 March 2015  
 Tues, 14 April 2015  
 Tues, 9 June 2015

Policy Development Group (6.30pm)

Weds, 4 June 2014  
 Weds, 1 October 2014  
 Weds, 7 January 2015  
 Weds, 11 March 2015  
 Weds, 1 July 2015

This page is intentionally left blank

**NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL**

**ANNUAL COUNCIL – 13 MAY 2014**

Title of report	<b>MEMBER CONDUCT ANNUAL REPORT 2013/14</b>
Contacts	<p>Councillor Nick Rushton 01530 412059 <a href="mailto:nicholas.rushton@nwleicestershire.gov.uk">nicholas.rushton@nwleicestershire.gov.uk</a></p> <p>Chief Executive 01530 454500 <a href="mailto:christine.fisher@nwleicestershire.gov.uk">christine.fisher@nwleicestershire.gov.uk</a></p> <p>Head of Legal &amp; Support Services and Monitoring Officer 01530 454762 <a href="mailto:elizabeth.warhurst@nwleicestershire.gov.uk">elizabeth.warhurst@nwleicestershire.gov.uk</a></p>
Purpose of report	To receive and endorse the Annual Report.
Council Priorities	Value for Money
Implications:	
Financial/Staff	N/A
Link to relevant CAT	N/A
Risk Management	By receiving this information members will be able to manage risks of misconduct.
Equalities Impact Assessment	N/A
Human Rights	N/A
Transformational Government	N/A
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	Members of the Audit and Governance Committee
Background papers	Localism Act 2011 <a href="http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted">http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted</a> <a href="#">Current NWL Code of Conduct</a> Available on the Council's website and in the Constitution <a href="http://www.nwleics.gov.uk">www.nwleics.gov.uk</a> .
Recommendations	<b>THAT THE MEMBER CONDUCT ANNUAL REPORT 2013/14 BE RECEIVED AND ENDORSED.</b>

## 1. INTRODUCTION

- 1.1 It is important that the work of the Audit and Governance Committee should be visible to the Authority and wider public. It is felt that the annual report acts as a helpful tool in communicating the work undertaken by the Audit and Governance Committee to the public and to Members.
- 1.2 The Annual Report of North West Leicestershire District Council's Audit and Governance Committee covering the period 1 April 2013 to 31 March 2014 was considered by the Audit and Governance Committee at its meeting on 26 March 2014 and is appended.
- 1.3 The Chairman of the Audit and Governance Committee for 2013/14 was Councillor T Neilson. He will be invited to speak on the Annual Report at the meeting.



# MEMBER CONDUCT ANNUAL REPORT 2013-2014

## 1. Introduction

This is the Member Conduct Annual Report of North West Leicestershire District Council's Audit and Governance Committee and covers the period from 1<sup>st</sup> April 2013 to 31<sup>st</sup> March 2014.

In addition to the responsibilities detailed in the Terms of Reference below, the Audit and Governance Committee promotes high standards of conduct by District Council Members and Members of Town/ Parish Councils in North West Leicestershire. The Audit and Governance Committee complies with the requirements of the Localism Act 2011, the regulations and the guidance provided under that legislation, together with Council's adopted Arrangements.

On 27 June 2012 Council adopted the North West Leicestershire Code of Conduct for Members which had been drafted by Members for Members. The Code incorporates all the legislative requirements under the Localism Act 2011 in relation to Disclosable Pecuniary Interests together with retaining the personal obligations in existence under the previous regime.

## 2. Terms of Reference

**Membership:** Ten councillors

**Quorum:** Three District councillors

### **Terms of Reference:**

To act as the Authority's Audit Committee, to provide independent assurance of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the Authority's financial and non-financial performance to the extent that it affects the Authority's exposure to risk and weakens the control environment, and to be responsible for the financial reporting process. In particular:

- Consider the effectiveness of the Authority's risk management arrangements, the control environment, and anti fraud and corruption arrangements
- Seek assurances that action is being taken on risk-related issues identified by auditors and inspectors
- Be satisfied that the Authority's assurance statements properly reflect the risk environment and any actions required to improve it
- Approve (but not direct) Internal Audit's strategy and plans and monitor performance
- Review summary Internal Audit reports and the main issues arising, and seek assurance that action has been taken where necessary
- Receive the annual report of Internal Audit
- Consider plans of External Audit and inspection agencies
- Monitoring of relevant reports and action plans
- Ensure there are effective relationships between Internal and External Audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted
- Approve the Council's statement of accounts, income and expenditure and balance sheet and receive the External Auditor's opinion and reports to members, and monitor management action in response to the issues raised by External Audit
- To deal with the Annual Audit and Inspection letter and in particular to:
  - consider matters raised in the annual governance report
  - agree, if necessary, to adjust the financial statements
  - approve the representation letter on behalf of the Council
  - consider and agree, if considered appropriate, any actions proposed in the annual governance report and statement



- To have delegated authority to deal with all matters relating to the Council's final accounts

### **Sub-committees of the Audit and Governance Committee**

All Audit and Governance Committee members will form a pool from which members will be drawn based on their availability and the requirements of the particular Sub-committee as and when required.

#### **Assessment Sub-committee**

Assessment of complaints in accordance with the Council's Guidance and to either:

- Determine that there should be no further action
- refer the matter for full investigation
- refer the matter for other action

#### **Review Sub-committee**

Consideration of requests for a review in accordance with the Council's Guidance.

#### **Determinations Sub-committee**

To receive reports from the investigating officer and to decide either:

- to determine finding of no failure to comply with the Code of Conduct
- to determine finding of failure to comply with the Code of Conduct and impose relevant sanctions
- refer the matter for other action

## **3. Composition**

### **District Councillors**

All appointed by Council on 21 May 2013

Councillor A Bridges  
 Councillor J Cotterill  
 Councillor D De Lacy  
 Councillor D Everitt  
 Councillor G Jones  
 Councillor C Large  
 Councillor T Neilson  
 Councillor A C Saffell  
 Councillor N Smith  
 Councillor R Woodward

### **Parish Representatives**

Councillor P Thomas

To be formally appointed at the Audit and Governance Committee on 26 March 2014:

Councillor K Grove  
 Councillor R Martin  
 Councillor S McKendrick

## **Independent Persons**

The legislation requires the Council to appoint at least one Independent person who potentially advises all those involved in a Standards complaint, including the Monitoring Officer, and who must be consulted prior to the determination of a complaint.

Through an open advertising process conducted with partner authorities the Council appointed the following pool of independent persons from whom one can be drawn as and when required:

Colin Headley  
Christine Howell  
Desmond Henderson  
David Lamb  
Gordon Grimes  
Hugh Pearson  
Lee Hughes  
Ruth Auton  
Richard Gough

The main officer support for the Committee is provided by the Monitoring Officer (Elizabeth Warhurst), the Deputy Monitoring Officer (Dave Gill) and the Local Member Support Officer (Rachel Wallace).

## **4. Meetings and Work Programme**

The Audit and Governance Committee meets a minimum of four times per annum. In addition to its scheduled meetings, sub committees still meet on an ad hoc basis in order to consider and determine allegations of Member conduct. The Committee has its main work planned in advance through a Work Programme which enables it to be more proactive, strategic and focused in its approach to key issues.

## **5. Reporting Arrangements**

The Audit and Governance Committee receives quarterly reports which have enabled Members to be reminded of the issues it has dealt with during each quarter and address any issues which this has highlighted.

## 6. Procedures and Workloads

### (a) Dispensations

During 2013/14, there were no applications received for a dispensation from either District or Parish members.

The Monitoring Officer was asked for and offered advice to Parishes with regards to the setting of the Parish precept and how that might impact on Member's duty in relation to Disclosable Pecuniary Interests. The advice provided was consistent with the position of local authorities across the County and was confirmed in follow-up guidance issued by Government.

### (b) Complaints made to the Monitoring Officer under the New Code of Conduct 2013/14

<u>Complaints made:</u>	8
by Members of the Public	2
by Parish Councillors	0
by District Councillors	3
by Parish Clerk	1
by Council Officer	2

#### Complaints against:

a Parish Councillor	3
a District Councillor	5

### (c) Complaints referred to the Standards Assessment Sub-committee

From the above mentioned complaints:

2 were referred to the Standards Assessment Sub-committee who determined one case of no further action and one case be referred to the Monitoring Officer for other action.

#### 3 complaints were withdrawn:

The first complaint was received during 2012/13 but was not withdrawn until August 2013. It related to a failure to treat the clerk and members with respect, carry out actions not in the public interest, breach of confidentiality and bringing the office into disrepute.

The second complaint was, again, received during 2012/13 but not withdrawn until May 2013. It related to a failure to represent constituents in connection with a planning application which amounted to a dereliction of duty as a councillor.

The third complaint was received in April 2013 and related to a failure to declare interests on the Register of Interests form.

#### 5 complaints were resolved informally:

All of these complaints related to unprofessional conduct of councillors.

#### 1 complaint is still at informal resolution stage:

This complaint also relates to unprofessional conduct of councillors.

**(d) Members' Register of Interests**

The Local Member Support Officers undertake regular checks of the Register of Members' Interests and provide advice and assistance to Parish Councils on the completion of the Registers.

## **7. Policies & Procedures**

The Audit and Governance Committee oversees the ethical framework of the Council including oversight of:

- the Whistle Blowing Policy
- complaints handling
- Ombudsman investigations.

**Elizabeth Warhurst  
Monitoring Officer**

**Councillor T Neilson  
Chairman**

### **OUR VISION**

North West Leicestershire will be a place where people and businesses feel they belong and are proud to call home

**Legal and Support Services  
North West Leicestershire District Council  
Council Offices, Whitwick Road, Coalville, Leicestershire, LE67 3FJ**

**NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL**

**ANNUAL COUNCIL – 13 MAY 2014**

Title of report	<b>URGENT DECISIONS TAKEN BY CABINET IN QUARTER 4 2013/14</b>
Contacts	<p>Councillor Richard Blunt 01530 454510 <a href="mailto:richard.blunt@nwleicestershire.gov.uk">richard.blunt@nwleicestershire.gov.uk</a></p> <p>Chief Executive 01530 454500 <a href="mailto:christine.fisher@nwleicestershire.gov.uk">christine.fisher@nwleicestershire.gov.uk</a></p> <p>Head of Legal and Support Services 01530 454762 <a href="mailto:elizabeth.warhurst@nwleicestershire.gov.uk">elizabeth.warhurst@nwleicestershire.gov.uk</a></p>
Purpose of report	In accordance with the Council’s Constitution, to formally report that the Cabinet has taken decisions, which are considered to be urgent and, if delayed, would be likely to cause serious prejudice to the Council’s interests.
Reason for Decision	To comply with the Special Urgency Procedure in the Council’s Constitution.
Council Priorities	Homes and Communities Value for Money
Implications:	
Financial/Staff	Financial implications were taken into account by the Cabinet in reaching its decision.
Link to relevant CAT	None.
Risk Management	To comply with Special Urgency Rule 17 of Part 4.3 of the Council’s Constitution, the decisions made by Cabinet are to be reported to Council.
Equalities Impact Assessment	Not applicable.
Human Rights	Not applicable.
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
Background papers	Council's Constitution <a href="http://www.nwleics.gov.uk/pages/constitution">http://www.nwleics.gov.uk/pages/constitution</a> <a href="#">Report to Council on 25 February 2014</a> <a href="#">Minutes of the Cabinet meeting on 11 February 2014</a>
Recommendations	<b>THAT COUNCIL NOTES THE REPORT.</b>

## 1.0 BACKGROUND

- 1.1 The Special Urgency Procedure states that if the date by which an executive decision must be taken and the general exception Rule 16 cannot be followed, then the decision can only be taken if Cabinet has obtained the agreement of the Chairman of the Policy Development Group that the taking of the decision cannot be reasonably deferred. If the chairman of the Policy Development Group is unable to act, then the agreement of the Chairman of the Council, or in his/her absence the Deputy Chairman will suffice.
- 1.2 The Leader is required to submit a quarterly report to the Council on the executive decisions taken under this Rule in the preceding three months. The report will include the number of decisions taken and a summary of the matter about which each decision was made.
- 1.3 The reporting timetable for 2013/14 is as follows:-

			<b>REPORT TO COUNCIL</b>
<b>Q1</b>			17 September 2013
<b>April</b>	<b>May</b>	<b>June</b>	
<b>Q2</b>			29 October 2013
<b>July</b>	<b>August</b>	<b>Sept</b>	
<b>Q3</b>			21 January 2014
<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	
<b>Q4</b>			13 May 2014
<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	

## **2.0 DECISIONS MADE DURING QUARTER 4:**

2.1 2 urgent executive decisions were made during quarter 4. A summary of the decisions is detailed below:-

### **Delegated Decision**

2.2 A delegated decision was taken by the Chief Executive on 13 January 2014. The decision was to confirm to the Secretary of State the dissolution of the Leicestershire Business Rates Pool.

2.3 The Council's Scrutiny Procedure Rules in relation to Call-In did not apply to this decision as any delay would have caused the council's interests to be prejudiced going forward. Therefore in accordance with Rule 13 (Call-In urgency) of part 4.6 of the Constitution the details of this decision were reported to the next available meeting of the Council on 25 February 2014. It is also included in this report for completeness, and as required by Rule 17.3 of part 4.3 of the Constitution.

### **Cabinet Decision**

2.4 At its meeting on 11 February 2014, Cabinet considered a report entitled "Award of Temporary Agency Staffing Contract".

2.5 It was resolved that "Cabinet awards the Council's temporary agency staff contract to Comensura via the ESPO MSTAR framework".

2.6 Members were advised that the decision to be taken was urgent for the following reason:-

"The procurement process for this contract had not been completed at the time the Executive Decision Notice was published".

## **3.0 CONCLUSION**

3.1 In line with the Special Urgency Procedure the Chairman of the Policy Development Group had agreed that the decisions proposed were reasonable in all circumstances and that they should be treated as a matter of urgency.

This page is intentionally left blank