

Meeting	POLICY DEVELOPMENT GROUP
Time/Day/Date	6.30 pm on Wednesday, 8 January 2014
Location	Council Chamber, Council Offices, Coalville
Officer to contact	Member Services (01530 454512)

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

AGENDA

Item	Pages
1. APOLOGIES FOR ABSENCE	
2. DECLARATION OF INTERESTS	
Under the Code of Conduct members are reminded that in declaring disclosable interests you should make clear the nature of that interest and whether it is pecuniary or non-pecuniary.	
3. PUBLIC QUESTION AND ANSWER SESSION	
To receive questions from members of the public under rule no.10 of the Council Procedure Rules. The procedure rule provides that members of the public may ask any question on any matter in relation to which the Council has powers or duties which affect the District, provided that three clear days' notice in writing has been given to the Head of Legal and Support Services.	
4. MINUTES	
To approve the minutes of the meeting held on 2 October 2013.	3 - 10
5. CALL-IN OF CABINET DECISION OF 19 NOVEMBER 2013 ENTITLED 'WASTE MANAGEMENT SOFTWARE PROCUREMENT'	
Report of the Head of Community Services	11 - 26



6. UPDATE ON INVESTMENT IN COALVILLE INDOOR MARKET

Report of the Head of Regeneration and Planning

27 - 30

7. ITEMS FOR INCLUSION IN THE FUTURE WORK PROGRAMME

To consider any items to be included in the work programme. The plan of forthcoming decisions of Cabinet is attached for information.

31 - 40

Circulation:

Councillor N Clarke
Councillor J Cotterill
Councillor J G Coxon (Chairman)
Councillor D Everitt
Councillor J Geary
Councillor V Richichi
Councillor A C Saffell
Councillor S Sheahan
Councillor N Smith
Councillor M Specht (Deputy Chairman)

MINUTES of a meeting of the POLICY DEVELOPMENT GROUP held in the Council Chamber, Council Offices, Coalville on WEDNESDAY, 2 OCTOBER 2013.

Present: Councillor J Coxon (Chairman)

Councillors J Cotterill, D Everitt, D Howe(Present as substitute for Councillor N Clarke), J Geary, V Richichi, A C Saffell, S Sheahan and M Specht.

Officers: Mr S Bambrick, Mr R Bowmer, Mr C Clarke, Mr P Coates, Mrs S Hallam, Mr C Lambert, Mr J Richardson, Mrs S Stevenson and Mrs R Wallace.

In attendance: Councillors R Bayliss, D De Lacy and R Johnson.

8. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors N Clarke and N Smith.

9. DECLARATION OF INTERESTS

There were no declarations of interest.

10. PUBLIC QUESTION AND ANSWER SESSION

There were no questions received.

11. MINUTES

Consideration was given to the minutes of the meeting held on 23 May 2013.

RESOLVED THAT:

The minutes of the meeting held on 23 May 2013 be approved and signed as a correct record.

12. DRAFT "PREVENTING HOMELESSNESS STRATEGY 2013-2018" AND ASSOCIATED ACTION PLAN

The Housing Choices Team Manager gave a short presentation to the group regarding the draft strategy before inviting questions or comments from Members.

Councillor D Howe received the following responses to questions:

- There had been 24 house purchases under the Right to Buy Scheme so far this year.
- There were no plans currently to build new homes to replace the ones lost to the Right to Buy Scheme. The current focus was on the Decent Homes Programme as it was important to get the housing stock up to standard, however it could be an option for the future. It was confirmed that the Housing Choices Team did work with developers in relation to affordable housing with Housing Associations.

Councillor S Sheahan raised points and received responses as follows:

- Regarding the quarterly updates referred to within the report, Councillor S Sheahan asked what information would be reported and who would receive it. The Housing Choices Team Manager responded that the lead of each of the priorities as detailed within the report would be asked to develop milestones and it would be information regarding the achievement of these milestones that would be reported to the North West Leicestershire District Homelessness Forum. It was confirmed that the Housing Portfolio Holder was regularly provided with updates which included statistics.
- Councillor S Sheahan asked how the strategy would be measured for effectiveness. The Housing Choices Team Manager explained that a record was kept of cases where people returned to the Authority for further assistance within a two year period, this has to be submitted to National Government. North West Leicestershire has only had one case in the last two years, this indicated that the strategy was successful and was making a difference. In response to Councillor S Sheahan's suggestion to use case studies for monitoring purposes, it was explained that due to the sensitive nature of the cases, this was not something that was undertaken. The Housing Choices Team Manager took on board the comments that a clearer way of showing the effectiveness of the strategy should be included and would take it away for consideration.
- With reference to paragraph 4.2 of the draft strategy, the Housing Choices Team Manager confirmed that the discretion to discharge the Authority's homelessness duty through a Private Rented Sector Offer, as introduced through the Localism Act, had not been utilised and to do so would initially need to be considered by Cabinet.
- With reference to paragraph 4.6 of the draft strategy, Councillor S Sheahan asked for more information to be included to quantify, clarify and explain the impact of the new care pathway.
- Councillor S Sheahan referred to paragraph 4.9 of the draft strategy regarding the increase in the national number of households accepted as homeless and asked if it was the opinion that it was a common trend for the future. The Housing Choices Team Manager stated that she did not have the exact figures at the meeting but the numbers were consistent for the area. She went on to explain that there were schemes in place both locally and County wide which included free advertising for landlords.
- Councillor S Sheahan referred to the large increase in households in temporary accommodation and asked if there were sanctions in place for cases when families were in temporary accommodation for six weeks or more. The Housing Choices Team Manager responded that families should only be placed in temporary bed and breakfast accommodation in an emergency and then for no more than six weeks. She was unsure about any sanctions as the Authority did everything possible to ensure that the timeframe was no longer than six weeks. In response to a question from Councillor D Howe, the Housing Choices Team Manager explained that unfortunately the Authority would never be able to completely dispense with the use of bed and breakfast accommodation for families, as there would always be out of hours emergencies and occasions when houses set aside for this type of use would still be fully occupied. She assured Members that the bed and breakfast accommodation used by the Authority did not insist that tenants vacate during the day as some may have done in the past.
- With reference to paragraph 4.14 of the draft strategy, Councillor S Sheahan asked

for more information to be included regarding the success rate in each area for the action plan.

- With reference to paragraph 4.19 of the draft strategy, Councillor S Sheahan asked for more information to be included regarding the success rate of moving people back into employment.
- With reference to paragraph 5.11 of the draft strategy, Councillor S Sheahan asked for an explanation to be included regarding the housing need and stock turnover, especially comparison information with other authorities.
- Councillor S Sheahan felt that the Authority was far too reliant on the private sector and more focus was needed as people's needs were not being met.

In response to a question from Councillor D Everitt, the Housing Choices Team Manager explained that if a teenager approached the Authority claiming to be homeless they would initially contact Social Services for a Child in Need Assessment, they would then try to mediate with the parents but if it was not safe for the teenager to return home then they would be placed in emergency housing. If there was no availability it would have to be bed and breakfast accommodation. She added that the Authority currently used Durban House run by East Midlands Housing and in the past, the YMCA in Leicester to house young people. In response to a further question from Councillor D Howe, it was explained that there were hostels available for victims of domestic violence, plus a Sanctuary Scheme to add security to allow victims to stay in their own home.

In response to a question from Councillor S Sheahan, the Housing Choices Team Manager stated that a corporate action team had been set up to assess the impacts of Welfare Reform and address issues that may arise. The 20 or so households affected by the benefit cap had been identified and contacted by Council staff offering advice and the 500 plus Council tenants affected by the new under occupancy rules had been contacted by Housing Officers, either in person or by telephone, the majority of whom had opted to stay and pay. Councillor D Howe suggested that the provision of additional financial support for people who were affected by the benefit changes be considered.

The Housing Choices Team Manager, in response to a question from Councillor M Specht, stated that if people that were accommodated by the Authority in the private sector were a cause of anti social behaviour, the usual mechanisms for dealing with anti social behaviour would be used.

RESOLVED THAT:

The comments made by the group be considered by Cabinet as part of the formal approval process.

13. REFUSE AND RECYCLING POLICY

The Head of Community Services presented the report to Members and highlighted the summary of changes to existing practice as detailed at appendix 1 of the draft policy.

In response to a question from Councillor J Coxon, the Head of Community Services confirmed that the new smaller refuse bins would only be issued as replacements for damaged bins and to new properties, the Authority were not replacing all of the bins within the district.

In response to a question regarding reports of non collections from Councillor S Sheahan, the Head of Community Services reassured Members that there would be some exceptions where a return journey to collect the bins would be made, for example elderly people or due to illness where collections posed a health hazard. In response to a further comment from Councillor S Sheahan, the Head of Community Services stated the risk of fly tipping had been considered but it was felt it would not create anymore of an issue than it was currently. Any fly tipping would be dealt with in the usual manner.

Councillor J Geary referred to the waste charter and asked how people could view it if they did not have access to the internet as the report indicated to the website only. The Waste Services Team Manager explained that the calendar would be printed and distributed to all households in the usual way following ratification by Cabinet. In response to a further question from Councillor J Geary, the Head of Community Services explained that there would be some exceptions regarding the size of the general waste bin issued, for example the households which used solid fuel may need a larger bin.

In response to questions from Councillor D Everitt, the Waste Services Team Manager stated the following:

- If textiles were left out in carrier bags, they would be collected by the Authority to be recycled. If left in charity bags this could not be collected by the Authority and belonged to the charity.
- Clean aluminium packaging had been collected in the red box since 2011, this information was on the website. Further work would be undertaken to promote what items could be recycled.

Councillor D Howe raised the point that the collection times varied from week to week leading to confusion; he suggested that this could be the reason why people were missing collections and reporting it as a non-collection. The Waste Services Team Manager explained that there could be many reasons for collection times to vary such as road closures, route efficiencies or a change in driver; this was why it was always recommended for bins to be presented for collection by 6.00am. He added that drivers were encouraged to take regular collection routes but unfortunately this could not be guaranteed.

Councillor A C Saffell reported that the current collection calendar for his area was incorrect as it stated the wrong colour bins for collection. The Waste Services Manager reassured Members that the calendars would be correct when circulated. In response to a further question from Councillor A C Saffell, it was explained that a bin would not be classed as missed until it was reported; therefore a bin purposely not presented for collection would not be classed as missed.

RESOLVED THAT:

The comments made by the group be considered by Cabinet as part of the formal approval process.

14. GENERAL FUND REVENUE BUDGET DRAFT PROPOSALS 2014/15 AND 2015/16

The Head of Finance presented the report to Members.

Councillor S Sheahan commented that £5million was a very large reserve for the Authority to hold and he felt it should be released in graduated amounts to help prevent cuts and to protect services and jobs. The Head of Finance responded that the reserves were earmarked for specific purposes and that the Authority had agreed with its external auditors to keep a £1million minimum reserve. The remaining £2million was available for Invest to Save expenditure as set out in the Cabinet report. Whilst the use of reserves could delay budget reductions in the short term, it would mean bigger savings would be needed in the medium term. He added that the reserves were reviewed frequently and resources released appropriately.

Councillor A C Saffell raised concerns regarding charging for the collection of green waste, he felt that it would encourage people to stop using the service and therefore stop recycling. He questioned whether the Authority could make money and continue to maintain recycling rates. The Head of Community Services reported that Melton Borough Council had been consulted as they had introduced a charge and they still had a 40 percent take up rate. He explained he was aware that some green waste would be placed in the general waste but the Authority would encourage home composting and disposal at the Recycling and Household Waste sites.

In response to a comment regarding the correct legislation for setting car parking charges for maintaining car parks and not for Council income, the Head of Finance confirmed that there was legislation for accounting in relation to car park charges but in this case the levels were relatively low and he was confident that the Council was operating its car parks within the law.

For clarification, the Head of Community Services explained the proposed charges for the collection of green waste. Councillor D Howe suggested a charge of £20 per year as that was the fee Charnwood Borough Council was charging.

Councillor J Geary stated that it was 'a sorry state of affairs we are in' and made the following comments:

- The Leader of the Council made a statement in Vision Magazine making it clear there would not be cuts to services as a result of freezing the Council Tax rate. Councillor J Geary felt that it was sad that the first cut proposed was to discontinue producing Vision Magazine, he believed this decision would 'come back to haunt' the Leader of the Council.
- Residents were not happy about being charged for the collection of green waste but he believed it was sensible to pay as it was cheaper than disposing it at the Recycling and Household Waste Sites. He stated he would be encouraging people to burn their green waste as he would be doing himself.
- Councillor J Geary asked what the cost would be to collect the unwanted bins. The Head of Community Services explained that plans were currently being worked on as the bins would be collected in stages to make it as cost efficient as possible.
- Councillor J Geary asked if there was currently any income for the recycling of green waste and also why was the implementation of the charge not being introduced until 2015. The Waste Services Team Manager explained that the Authority received recycling credit income for green waste collection but did not receive any sales income. He reported that the timeframe for introducing the charge was necessary to provide sufficient time to install waste management software into the waste collection

vehicles and to prepare for the administration of the charge, for example setting up direct debits. The timeframe was a sensible one.

Councillor S Sheahan strongly objected to the introduction of charges for the collection of green waste and believed it was a poor policy on the grounds of the time consuming and costly set up, the additional work involved in processing invoices and direct debits, and it encouraged people to not recycle. He believed this policy would result in many complaints.

Councillor D Everitt concurred with Councillor S Sheahan and he felt that all of the work carried out with recycling rates would be undone with the introduction of the charges for the collection of green waste. He added it was a shame to destroy a wonderful service.

The Director of Services stated that the budget pressures had already been explained at Council and Cabinet meetings, and the administration would be looking for alternative proposals rather than an objection only. He encouraged Members to think seriously about putting forward proposals to encourage a serious debate for Cabinet. Councillor S Sheahan stated that Members were not at the meeting to assist in setting the budget, that discussion would come at a later stage. He believed strongly that the proposal to charge for the collection of green waste would be difficult to administer and would be a disaster.

Councillor J Geary questioned the high cost of the refuse vehicle software and whether it had been planned for in the budget proposals. The Head of Community Services explained that there was money available in reserves which had been ring fenced for the investment.

In response to a question from Councillor M Specht, the Head of Community Services confirmed that the payment for the collection of green waste would not be included as part of the Council Tax payment.

In response to a question from Councillor A C Saffell, the Head of Finance reported that approximately £1million had been saved by staff reductions over the past five years which equated to approximately a ten per cent reduction in staff numbers. At Councillor J Geary's request the Head of Finance agreed to provide all Members of the group with a breakdown of figures regarding staff reductions after the meeting.

Councillor S Sheahan queried what would happen to the services which were proposed to be transferred to the Parish Councils if they decided not to take them. The Director of Services explained that it was inevitable if the services were not taken on then they would stop.

The Chairman encouraged Members to put forward any counter proposals for consideration by Cabinet but none were put forward.

RESOLVED THAT:

The comments made by the group be considered by Cabinet as part of the formal approval process.

15. ITEMS FOR INCLUSION IN THE FUTURE WORK PROGRAMME

Questions were raised regarding the 'Delivering Growth and Prosperity in Coalville' report which had been requested at the previous meeting. It was confirmed that the report had currently been taken off the work plan for Cabinet but as soon as it was re-scheduled then a report would be brought to the group also.

RESOLVED THAT:

The following items be included on the work plan:

- 1) A report to give an update on the current situation of Coalville Market.
- 2) A report to explain how the Council was currently dealing with its empty homes including derelict properties.

The meeting commenced at 6.30pm and closed at 8.20pm.

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

POLICY DEVELOPMENT GROUP – 8 JANUARY 2014

Title of report	CALL-IN OF CABINET DECISION OF 19 NOVEMBER 2013 ENTITLED 'WASTE MANAGEMENT SOFTWARE PROCUREMENT'
Contacts	<p>Councillor Alison Smith MBE 01530 835668 alison.smith@nwleicestershire.gov.uk</p> <p>Director of Services 01530 454555 steve.bambrick@nwleicestershire.gov.uk</p> <p>Head of Community Services 01530 454832 john.richardson@nwleicestershire.gov.uk</p>
Purpose of report	To provide more information to Policy Development Group on the matters which have been raised through the call-in process.
Council Priorities	Green Footprints Challenge Value for Money
Implications:	
Financial/Staff	The implications of the decision are covered in the report
Link to relevant CAT	Green Footprints
Risk Management	The risks associated with the decision are covered in the report
Equalities Impact Assessment	The implications of the decision are covered in the report
Human Rights	Not applicable
Transformational Government	This relates to the new ways in which councils are being asked to deliver their services.
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	None
Background papers	<p>Cabinet report of 19 November 2013 entitled 'Waste Management Software Procurement' – attached as Appendix 1</p> <p>Minutes from Cabinet meeting of 19 November 2013 – attached as Appendix 2</p> <p>Background paper to the original 14/15 Budget proposals from Cabinet meeting of 22 October 2013 - attached as Appendix 3</p>
Recommendations	<p>POLICY DEVELOPMENT GROUP CONSIDERS THE REPORT AND AGREES ONE OF THE FOLLOWING OPTIONS:</p> <p>A) NO FURTHER ACTION BE TAKEN;</p> <p>B) CABINET SHOULD BE ASKED TO RECONSIDER ITS DECISION IN THE LIGHT OF COMMENTS FROM POLICY DEVELOPMENT GROUP; OR</p> <p>C) THE REPORT AND COMMENTS OF POLICY DEVELOPMENT GROUP ARE CONSIDERED BY FULL COUNCIL BEFORE REFERRAL BACK TO CABINET.</p>

1.0 BACKGROUND

- 1.1 Members will be aware that Cabinet considered a report on 19 November 2013 entitled "Waste Management Software Procurement". A copy of the report which was considered by Cabinet is attached as Appendix 1 to this report.
- 1.2 Cabinet resolved at that meeting to approve the recommendations in the report. A copy of the draft minutes is attached as Appendix 2. However, on 3 December 2013, the Monitoring Officer received notice from a number of Councillors that they wished to call-in the decision of Cabinet for scrutiny.
- 1.3 The Monitoring Officer confirms that the constitutional requirements for call-in of a decision have been met.
- 1.4 The grounds for calling-in the decision are as follows:
- 1 - The report does not sufficiently demonstrate that savings and service improvements are proportionate to the expenditure, which is necessary to achieving value for money.
 - 2 - Lack of clarity that income from green waste charging would offset expenditure, including ongoing administrative and other potential costs.

3 - Inadequate consideration of other options, for example, a comparative analysis with the status quo.

This report therefore seeks to address these grounds and also explains the process of call-in to members.

1.5 The Head of Community Services and Waste Services Team Manager will attend the meeting of Policy Development Group to respond to questions from members in relation to the call-in.

2.0 CALL – IN GROUND 1

2.1 In addressing the question of ‘The report does not sufficiently demonstrate that savings and service improvements are proportionate to the expenditure’, this report will seek to address this by detailing the rationale behind the proposed procurement. There are 8 key reasons:

- Waste Management Service Back Office Efficiency
- Missed Bin Collections
- Kerb Side Recycling Service
- Improving Customer Experience (ICE) Programme
- Future Web Self-Service / Channel Shift Initiatives
- Direct Charging for Services
- Customer Services Efficiency Improvements
- Management Efficiencies

2.2 Waste Management Service Back Office Efficiency - Waste collection operations are currently managed using a number of spreadsheets to control activities. The spreadsheet functions include:

- Bulky waste collection request lists
- Requests for replacement recycling containers
- Requests for replacement black wheeled bins
- Stock control of waste and recycling containers
- Clinical waste collection round management
- Waste collection round lists
- Sack collection lists
- Additional refuse container collection list
- Assisted collection list
- Commercial waste round list

2.3 The Waste Services Team Manager has identified opportunities for improving the efficiency of the back-office operation through the introduction of an integrated waste management system to replace these spreadsheets.

2.4 It is anticipated that more efficient administrative processes supported by real time data will free up time approximately relating to 0.5 FTE equating to £9,000 across the back office waste collection administration team. This will not be realised as a cashable saving, since the intention is to reorganise and redeploy this resource in support of more value added activities. Specifically, the back office staff will be freed up and able to engage with

customers in response to complaints and enquiries and more pro-actively promote improved use of the kerb side recycling service (see 2.11).

- 2.5 Missed Bin Collections - Although the Council is generally effective at managing missed bin collections (1,200 collections out of 5,000,000 were missed in 2012-13, representing 0.024%), the high cost of fuel means that the Council spends a disproportionate amount of upto £30,000 per annum on collecting missed bins (this figure refers to the cost of the fuel alone – there are of course other costs associated with collecting missed bins such as driver and loader time returning to pick up, and back office time for staff to resolve the query and re-arrange collection).
- 2.6 Introducing an integrated waste management system supported by in cab technology would allow the Council to make significant savings in fuel costs by reducing the number of missed bin collections. The Council's experience, which is consistent with that of other Councils contacted, is that in the majority of cases reports of missed bin collections are falsely made. Anecdotal evidence suggests that the issue is normally that the customer had not put the bin out in time for the collection.
- 2.7 When customers call in to report missed bin collections, the Council has little choice but to accept the report and dispatch a kerbside refuse collection vehicle to collect the bin. It is necessary to send out this type of vehicle since it has the equipment needed to lift and empty wheeled bins. These vehicles average 2.9 miles per gallon, and given the rising cost of diesel a significant cost is incurred by the Council.
- 2.8 In cab technology providing real time data to the back office waste management system provides Customer Services Officers with the information they need to check and where appropriate challenge missed bin reports. The Customer Services Officer is able to check the time that the vehicle was at the address where the missed collection was reported, and records the number of bins that were present and collected. Armed with this data, the Customer Services Officer can then challenge the caller and give the caller advice on how to deal with their waste.
- 2.9 Data from at least three other Councils suggests that where Councils have adopted this approach, the number of missed bin collections reduces considerably. Harrow Council claim that reports of missed bin collections has been reduced by 25% which would save an estimated £10,000 per annum in fuel costs alone. Rushcliffe Borough Council's system of real time reporting of waste issues has resulted in a 72% reduction in missed bins; and Tamworth Borough Council and Lichfield District Council both claim they have eliminated the vast majority of missed bin claims.
- 2.10 Kerb Side Recycling Service - In addition to the associated environmental benefits, the Waste Collection Service generated a revenue of £1.04m in 2012-13 through the sale of dry materials collected by the Council at the kerb side.
- 2.11 Experience shows that there are wide variations in the quantities of materials collected in different localities. The proposed Waste Management Software System will allow accurate records of collected volumes per area to be easily kept, which will allow the Council to conduct focused recycling campaigns to encourage extended use of the kerb side collection service. This will lead to increased volumes of materials being recycled by targeted campaigns and awareness raising. (The resource needed to manage this will be freed up as part of the general back office efficiencies identified earlier in this report.)

- 2.12 ICE Programme - In addition to any issues concerning operational efficiency, running a key frontline Council operation, such as Waste Services, using a series of spreadsheets presents a number of challenges in relation to the aims and objectives of the ICE Programme. For example, the system in place at Tamworth BC and Lichfield DC claims that 95% of waste enquiries are now dealt with at first point of contact. This means the customer is getting the right information straight away rather than being passed through various teams and staff at the Council having to trawl through several spreadsheets and systems to resolve. The outcome of which is the customer is kept waiting on the phone for no longer than necessary, nor do they require a call back while the problem is investigated. A similar waste management software system in place at Harrow Council has resulted in the number of follow up calls being reduced by 95% and call duration has been reduced by 45 seconds which has improved the the customer experience.
- 2.13 The immediate aim of the ICE Channels and Infrastructure Team is to ensure that back office ICT systems, including those used by Waste Services, are sufficiently secure, robust and scalable to support the following:
- 2.14 Future Web Self-Service / Channel Shift Initiatives - The ICE Programme aims include improving the customer experience and reducing costs through the use of technology to support web self-service and other Channel Shift initiatives. For example, it is anticipated that requests of replacement containers or bulky waste collections could be made and, where appropriate, paid for, online without the need for 'phone calls to the corporate Customer Services team. It will not be practical to offer reliable self-service offerings for waste collection services where these are underpinned by a series of spreadsheets. The requirement here is for a robust waste management software system that can be interfaced with the Council's website.
- 2.15 Direct Charging for Services - The ICE Programme is also discussing options for charging for services, with a view to identifying income opportunities to offset reduced funding from central government. In common with a number of other Authorities, customers could be charged for garden waste collections. This is currently being considered by Cabinet and is covered in more detail in Section 3. However, should the Council decide to adopt a policy for charging for green waste or any other waste collection related services, it would be inefficient to manage this using a system based on a series of spreadsheets.
- 2.16 Customer Services Efficiency Improvements - Using multiple spreadsheets instead of a single integrated waste collection system introduces inefficiency, un-necessary complexity and additional training requirements into the Customer Services Team. Customer Services Officers currently have to open and close multiple spreadsheets and access various back office systems to process what should be routine and straightforward requests, such as a request for a bulky waste collection.
- 2.17 It is the view of the Channel Infrastructure Team that the spreadsheets and associated ad-hoc processes currently in use by Waste Services will not adequately support the aims of the ICE Programme. There is an urgent requirement to replace them with a robust Waste Collection System that will support future integration with the Council's website, payment and invoicing systems, as well as providing a system to efficiently support Customer Services Officers working in the customer contact centre.

- 2.18 Management Efficiencies - In additional to operational efficiencies, it is expected that management time will be saved due to the timely availability of data and reports, allowing greater focus on value added activities, such as exploring opportunities for a more commercial style of working and income generation.
- 2.19 Financial Implications - Initial cost estimates have been provided by two vendors. On the basis of these estimates, a budgetary cost of £95,000 has been established. This cost includes in cab devices for each of the Council's waste collection vehicles, the back office software and all installation, configuration and project management charges. These costs would be incurred in the 2013-14 budget year and funded from the Value For Money reserve managed through the ICE programme board.
- 2.20 Based on a 35% reduction in the number of missed bin collections, an annual fuel saving of £10,000 is expected.
- 2.21 The current estimated cost of servicing waste related calls by the corporate Customer Services Team is £39,579 per annum. Although servicing these calls is not inherently complex, the use of spreadsheets and access to multiple back office systems results in average call durations that are typically in excess of twice as long as similarly complex enquiries. Halving the time taken to service these calls will generate a saving of £19,790 in Customer Services which is proposed to be recovered through a reduction in the use of agency staff.
- 2.22 Re-focusing back office waste collection service staff on to value added activities such as encouraging extended use of the kerbside recycling service has the potential to generate additional revenue through the sale of dry recyclable materials. Assuming collections are increased by 1%, additional revenue of £10,400 is projected.
- 2.23 The proposed waste collection system would include in cab GPS technology, so the existing GPS contract would not be needed saving £4,545 per annum at current costs.
- 2.24 The waste management software will however incur annual revenue costs of between £10,000 and £12,000, as detailed within Appendix 2.
- 2.25 Financial Summary

The cost of the waste management software system is expected to be recovered within a 3 year period through generating significant back office efficiencies, reducing missed bin rates to improve operational efficiency and at the same time improving the customer experience by getting the right information first time. The opportunity to improve the customer's knowledge of what can be recycled and why through a more targeted approach to communications will help to increase recycling rates and generate more income. Improved channels of communication online will also give the customer a better experience of the Council and the waste service.

As one of the Council's key frontline services a dedicated waste management software system will not only enable the Council to manage its service in the most efficient way but also generate improved data for future benchmarking and customer satisfaction purposes. This builds on the recent efficiency initiatives including route optimisation, the move to zonal working and the reduction of green waste rounds from 4 to 3 in winter months.

In summary, the projected savings generated in proportion to the expenditure represent value for money for the authority on existing activities alone and could also offer significant benefits to the authority in the future. The projected savings are summarised in the table below;

Per annum savings		
Fuel Saved on Missed Bin Collections	£10,000	
Customer Services	£19,790	
Increased Recyclable Waste Sales	£10,400	
GPS Contract Savings	£4,545	
Annual revenue costs	- £12,000	
Total per annum savings		£32,735
Project cost - capital		£95,000
Project capital payback period	2.9 years	

3.0 CALL – IN GROUND 2

- 3.1 The call in request states that there is a 'lack of clarity that income from green waste charging would offset expenditure, including ongoing administrative and other potential costs'.
- 3.2 The decision to progress the procurement of a Waste Management Software system has been based on a business case to improve operational service efficiencies. The business case realises revenue savings from year 1 and a financial capital payback period of 3 years as described in the financial summary in 2.24. The business case was not directly linked to or reliant on a decision to progress with charging for green waste collections. Indeed, this procurement was initially presented to the Councils Corporate Leadership Team in May 2013 before Cabinet had made any decision on whether to progress charging for green waste collections.
- 3.3 However, if any future charges are levied for waste services then this system will facilitate the charging process and will give added value for money to the procurement.
- 3.4 Also, as stated in the background papers to the budget proposals for green waste collections, a Waste Management software system would be required to facilitate maximum efficiencies from any green waste charges. This software system would facilitate maximum efficiencies from any decision to progress any future charging proposals.
- 3.5 Through the procurement of a software system and the proposed pricing policy to offer discounts for direct debit and e-payments it is hoped to automate the majority of service requests. It is envisaged that the majority of transactions will therefore be made electronically or via email. As such, invoicing and administration costs will be kept to a minimum and the time saving from not managing waste services through spreadsheets as highlighted in Section 2 will enable these costs to be met from within existing finance and waste team resources. It should be noted that best practice currently suggests that residents should be sent a bin sticker annually to identify their payment and involvement in the scheme.
- 3.6 All enquiries will be dealt with by the customer contact centre and a comprehensive Frequently Asked Questions web page will be developed.

- 3.7 On-going benchmarking and discussions with other local authorities continue to lead to ideas for potential implementation and reduced efficiencies if Cabinet agree to the proposals.
- 3.8 The income and expenditure for green waste charging as proposed through the budget proposals can be seen at Appendix 2 as detailed in the Background papers
- 3.9 However, further financial details relating to the Waste Service are as follows;
- Currently the cost of waste collection is spread between all 40,627 households in the district.
 - The total net cost of waste collection in 2012/13 was £1,519,335 equating to £37.40 per household per year.
 - The garden waste element of this net cost is £12.50 per household per year. So the total annual cost of the current garden waste service is £507,837.50 and is borne by every household in the district regardless of whether they use the service or not.
 - The garden waste proposal recommends a charge for collection from those who choose to subscribe and are willing to pay. To fully off set the existing cost of the garden waste collection service would require 16,928 subscribers each paying a £30 charge. This equates to a take up of 41.6% of all district householdes.
- 3.10 For clarification the business case for the procurement of a waste management software system is not dependant on garden waste and is based on the efficiencies set out in 2.24. However, to maximise the savings and efficiencies from any future decision on garden waste a suitable waste management software system will be required (as described in Appendix 2).

4.0 CALL – IN GROUND 3

- 4.1 The call in states that inadequate consideration of other options, for example, a comparative analysis with the status quo has not been considered. The information provided at 2.0 demonstrates the business case for not retaining the status quo.
- 4.2 An evaluation of the staus quo was undertaken as part of the ICE programme and a number of limitations identified. As detailed earlier in the report the service is run on a series of excel spreadsheets in tandem with the Council's current software system for recording and managing service requests. It was deemed that the current solution was inadequate for the Council to achieve the aims of the ICE programme and would not lead to any future revenue savings.
- 4.3 Waste officers considered the option to upgrade the spreadsheets with the supplier of the service request software system but through discussion with the supplier this was discounted as it was identified early on that the system could not meet the Council's business requirements specifically around in cab technology and improving the communication in real time.

4.4 Following a period of soft market testing for a new dedicated waste management software system it was clear that there were providers that could meet the Council's business objectives as outlined in Section 2. It was identified that the Government Procurement Service framework included 12 companies that specialised in providing a waste management software solution. In response to the Council's tender only one provider could meet the Council's requirements in full, no submission was received from the Council's incumbent service request supplier a tender evaluation panel has been planned to evaluate tender returns.

5.0 THE PROCESS

5.1 The process for dealing with a call-in by members is set out in the constitution, Scrutiny Procedure Rules (page 140-146). In summary, these provide for the following process.

- i. Call-in should be used in exceptional circumstances where the Policy Development Group has evidence which suggests that Cabinet did not take its decision in accordance with the principles of decision making (in Article 13 of the constitution – page 26). These are:
 - a. proportionality (i.e. the action must be proportionate to the desired outcome).
 - b. due consultation and the taking of professional advice from officers.
 - c. respect for human rights.
 - d. a presumption in favour of openness.
 - e. clarity of aims and desired outcomes.
 - f. explaining what options were considered and giving the reasons for the decision.
- ii. The call-in was received by the Head of Legal and Support Services in time, in writing and duly signed by those members wishing to call it in. There were no grounds to reject the call in.
- iii. If, having considered the decision, Policy Development Group are concerned about it, they may refer it back to Cabinet for reconsideration, with reasons and the nature of their concerns in writing.
- iv. Cabinet will then reconsider the decision and amend it or not before adopting a final decision.
- v. Policy Development Group may also, if concerned about the decision, decide to refer the matter to Council. Again, they would need to provide reasons and the nature of their concerns in writing. If the matter is referred to Council and they do not object then no further action is necessary and the decision will be effective from the date of that Council meeting.
- vi. If Council do object to the decision they can refer it back to the next scheduled Cabinet for reconsideration with reasons and the nature of their concerns. The process is then as set out at (iv) above.

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – 19 NOVEMBER 2013

Title of report	WASTE MANAGEMENT SOFTWARE PROCUREMENT
Key Decision	a) Financial Yes 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 inform Cabinet of the procurement of waste management software. The report requests that Cabinet delegate authority to the Director of Services to award the software 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	A robust evaluation of the procurement process will allow the most economically advantageous submission from the framework to be selected.
Link to relevant CAT	Not applicable
Risk Management	Not applicable
Equalities Impact Assessment	Not applicable
Human Rights	None discernible
Transformational	Not applicable

Government	
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	Procurement Legal Services
Background papers	Cabinet Report 11 June 2013 (MTFS Report) http://minutes-1.nwleics.gov.uk/aksnwleicester/images/att5694.pdf Cabinet Report 24 September 2013 (ICE Programme Update) http://minutes-1.nwleics.gov.uk/aksnwleicester/images/att5753.pdf
Recommendations	THAT CABINET: 1. NOTES THE PROCUREMENT PROCESS SELECTED FOR THE PROCUREMENT OF WASTE MANAGEMENT SOFTWARE AS PART OF THE ICE PROGRAMME; AND 2. DELEGATES AUTHORITY TO THE DIRECTOR OF SERVICES TO AWARD THE WASTE MANAGEMENT SOFTWARE CONTRACT, IN ACCORDANCE WITH EVALUATION CRITERIA AS SET OUT IN THE FRAMEWORK

1.0 BACKGROUND

- 1.1 As part of the Council's Improving Customer Experience (ICE) programme the need for a waste management software and in cab communications solution was identified for the reasons outlined at 3.1.
- 1.2 The Council has sought proposals from suitable suppliers to gain a better understanding as to what the market can offer. In line with Contract Procedure Rules, the Council will be undertaking the procurement process for the software using a framework agreement.
- 1.3 The Government Procurement Service framework has been selected as this is the framework where the software suppliers' specialisms are most able to meet the authorities requirements.

1.4 The following timetable is proposed:

	DATE
Invite submission of bids	1 November 2013
Deadline for submissions returned	15 November 2013
Evaluate submissions	18 November 2013
Contract award	Following expiry of call in period if report approved by Cabinet
Contract commencement	To be agreed with supplier

2. RESOURCE IMPLICATIONS

- 2.1 The waste management software will be funded through the Value for Money reserve as part of funding set aside for the ICE programme which was agreed by Cabinet on 11 June and 24 September 2013.
- 2.2 As the likely cost of the contract exceeds the delegated financial authority levels in the Constitution, Cabinet are requested to delegate authority to the Director of Services to award the contracts.

3. BENEFITS TO RESIDENTS

- 3.1 The procurement of the waste management software will contribute significantly to improving efficiencies in service delivery, to saving money and to build on the current high level of customer satisfaction with the waste collection service. It will also provide the following;
- Real time reporting of issues from vehicles to customer services, i.e. crews will log when bins are not presented on time allowing customer services to enforce our non return policy for this issue
 - Accurate in cab data detailing customers who are exempt from bringing out their bins for health reasons reducing missed exempt bins by crews
 - To provide residents with the opportunity to arrange and pay for transactions on line such as bulky waste collections.

Cabinet Minute – 19th November 2013

RESOLVED THAT:

a) The procurement process selected for the procurement of waste management software as part of the ICE programme be noted; and

b) Authority be delegated to the Director of Services in consultation with the Community Services Portfolio Holder to award the waste management software contract, in accordance with evaluation criteria as set out in the framework.

Reason for decision: The level of potential expenditure exceeds the authority threshold in the Scheme of Delegation.

Budget Efficiency Savings Proposals Pro Forma - 2014/15 (OUTWARD FACING SERVICES)**1. Waste Services:**

- Cllr Alison Smith MBE
- John Richardson - Head of Community Services

2. Savings Proposal – Green Waste Collection – Appx 1B – item 1:

- Green Waste Collection – Introduce charging for fortnightly Green Waste collection with effect from the 2015 season (March-October 2015)

3. Background:**CHARGING FOR GARDEN WASTE COLLECTIONS – Introducing an Annual Subscription for Garden Waste Collection Service****Rationale**

The garden waste collection is currently provided free of charge to residents. The Controlled Waste Regulations 2012 gives waste collection authorities the powers to charge for the collection of garden waste. Currently three of the seven districts in Leicestershire charge for garden waste collections; Blaby, Charnwood, and most recently, Melton Borough Council have implemented a charging scheme which was previously free of charge.

Melton Borough Council have advised that there has been no discernible increase in refuse tonnage through garden waste being placed in the black refuse bin and it appears that the garden waste is being diverted to home composting or to the Recycling and Household Waste Sites to be recycled. There is a risk of an increase in fly tipping of garden waste which would be monitored as per current practice.

The average charge for a 240 litre garden bin from the current Leicestershire authorities that charge for the collection of garden waste is £28.13 per bin; and the average number of participating households is 40%.

Authority	Price	Frequency and Duration
Melton Borough Council	£38.00 per 240l bin	Fortnightly (except for two weeks over Xmas)
Blaby District Council	£14.40 per 140l garden bin £20.40 per 240l garden bin	Fortnightly Mar-Nov Monthly between Dec-Feb

Charnwood Borough Council	£17.00 if paying by DD £26.00 if paying by other means	Fortnightly (except for two weeks after Xmas)
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The proposed annual subscription for North West Leicestershire would be £30 per annum (reviewed annually) for the collection of garden waste in a 240 litre wheeled bin with a £5 discount if paid via direct debit.

The service would operate for approximately 34 weeks (ie 17 fortnightly collections) from the beginning of March until the end of October. The service would not operate between November and February. This will help accommodate weeks over the Christmas period where the authority reverts temporarily to weekly refuse collections, it will accommodate the scheduled maintenance of dedicated vehicles, container repairs and deliveries, and provide resilience in case of rearranging collections due to adverse winter weather.

For all new households coming on stream post implementation and joining the scheme, a green bin will be provided free of charge.

No concessions will apply to this service. All prices will be reviewed annually during the budget setting process but set two years in advance in order to notify residents prior to 1 February annually.

Financial Implications

Percentage Take Up of Scheme	Approximate Projected Net Additional income (annual)	Approximate Projected impact on recycling rate
40%	£200,000	From 45% to 36%
35%	£150,000	From 45% to 35%
30%	£100,000	From 45% to 33%
21%	£0 (Break even point)	From 45% to 31%

The projected net additional income is calculated by adding the total subscription income plus the recycling credit income from the projected tonnes collected; subtracted by the amount of recycling credit income that would have been made had the scheme continued to be provided at no charge. This assumes recycling credits remain the same as at present.

Income collected from charging for green waste is zero rated for VAT.

To maximise the savings and efficiencies, a robust and dedicated IT solution is required. The IT solution will allow customers to access the service 24/7; will encompass the secure storage of customer details, integration and compatibility with a range of waste functions, and additionally be compatible with a separate direct debit payment solution to reduce the administration of the scheme to a minimum. This would be in place ahead of any scheme implementation. The costs of the waste management IT solution are estimated to be £95,000 for set up costs in year 1 and then £10-12,000 per year thereafter and would enable the Council to meet the needs of a wider range of chargeable services. There would be additional costs of £15,000 associated with operational set up and promotion.

Implementation Plan

It is proposed that the chargeable garden waste scheme be promoted and available for sign up from 1 October 2014, therefore the summer season of 2014 will continue to be provided free of charge.

The first annual garden waste subscription will cover the period March – October 2015. If a householder joins the scheme with less than 4 collections (8 weeks) remaining in any year then a 50% discount will be applied to the annual subscription charge. A £2.50 discount will apply if paid by DD).

Direct debits will be set up to be taken on 1 February annually with any price increase notifications made by email, Christmas Vision magazine, calendar deliveries and press releases. It is anticipated price increases will therefore be made two years in advance as indicated below;

2014/15	£30 (£25 if by DD)
2015/16	£31 (£26 if by DD)
2016/17	£32 (£27 if by DD)

NB Above prices are indicative only and will be set through the annual budget process

The benefits of this proposal include:

- Reducing the total amount of waste collected
- Promotion of alternative treatment such as home composting
- Residents who do not use the service will not have to subsidise those that do

4. Equalities Impact:

An Equalities Impact Assessment has been completed.

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

POLICY DEVELOPMENT GROUP – 8 JANUARY 2014

Title of report	UPDATE ON INVESTMENT IN COALVILLE INDOOR MARKET
Contacts	<p>Councillor Tony Gillard 01509 569746 tony.gillard@nwleicestershire.gov.uk</p> <p>Director of Services 01530 454555 steve.bambrick@nwleicestershire.gov.uk</p> <p>Head of Regeneration and Planning 01530 454782 david.hughes@nwleicestershire.gov.uk</p>
Purpose of report	To provide an update to Policy Development Group on the improvements to Coalville Market which were agreed by Cabinet on the 24 th September 2013.
Council Priorities	Value for Money
Implications:	
Financial/Staff	The working arrangements for the employees currently employed at the Coalville public conveniences are under review.
Link to relevant CAT	None
Risk Management	The investment is based on preliminary cost estimates. A contract will not be entered into unless the contractor can fix at a price within the investment agreed by Cabinet.
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	Coalville Indoor Market Traders, Legal Services, Property Services, Human Resources
Background papers	Investment in Coalville Indoor Market - Report considered by Cabinet on 24 September 2014 Minutes of the Cabinet Meeting held on 24 September 2013
Recommendation	POLICY DEVELOPMENT GROUP NOTES THE REPORT AND PROGRESS FOR INVESTMENTS IN COALVILLE INDOOR MARKET

1.0 BACKGROUND AND UPDATE

- 1.1 At its meeting on the 24th September Cabinet agreed an investment of £168,000 for the development and improvement of the indoor market and its surroundings. Cabinet also noted that the strategy for developing and promoting the Market would be driven by the Council and that a third party private sector interest would no longer be sought.
- 1.2 As it had become apparent that a private partner could not be sourced, the approach to developing and promoting the Market was switched to an in-house driven solution. The promotion of a successful Indoor Market is regarded, in terms of attracting footfall to a range of retail and other services and attractions, as a key contributor to the ongoing regeneration of Coalville Town Centre.
- 1.3 Since the decision was made to retain the market in its current location there has been an improvement in trading conditions. Generally the traders have reported that takings have improved since April 2013 and certainly compared to last year. Three new traders have been attracted to the market, including a fresh fish trader and a plot has been leased to a hot food van on the forecourt. A series of events and promotions have also been organised to raise the profile of the Market and attract new customers.
- 1.4 The reasons for the relative improvement of trading conditions in the Market could be attributable to a number of factors:
- General improvement in retail trading conditions in Coalville since the economic downturn in 2008.
 - Appointment of a Market Manager with considerable experience.
 - Recovering footfall levels as customers are attracted back to the market now they are aware that it is to remain open.

2.0 WHAT ARE THE PRIORITY INVESTMENTS WHICH WILL ENHANCE THE INDOOR MARKET'S TRADING PERFORMANCE AND CUSTOMER/TRADER CONFIDENCE?

2.1 In consultation with the Traders and the Market Manager a range of improvements have been prioritised which will enhance trading confidence and the customer experience. The improvements will greatly enhance the external appearance of the Market and improve its visibility from the car park and access to the Belvoir Centre. The improvement and development works can be summarised as follows:

- The highest priority identified was the need to improve the appearance and visibility of the Indoor Market. It is proposed to improve the forecourt, entrance and approaches to the Market, designed in conjunction with the proposed car park resurfacing contract. Improving the visibility and appearance of the market can best be achieved with the demolition of the toilet block and enhancement of the forecourt area. The opportunity exists to relocate the public toilets into the Market and form a new access to the side of the building which would also be used to access the popular Market cafe. A number of options for incorporating the toilets into the Market have been explored and the preferred option is now to create three new individual toilets accessed off the front of the market with coin access and with an electronic key for disabled.
- A cleared, enhanced forecourt space would not only create an open, attractive approach to the market which would attract more footfall but would also be used for events and new traders, generating additional income.
- A range of internal improvements and alterations to improve trading conditions and improve the customer experience.
- Improved advertising signage on the building on Hotel St subject to County Highway approval.

2.2 In addition to these physical improvements a promotional campaign is underway which seeks to attract new customers, events and activities to the market. A marketing plan has been developed which includes promotion of the market and events through facebook, twitter, leafleting and adverts on Hermitage FM.

2.3 Using the East Midlands Council's construction framework, a suitable contractor has been engaged to explore the feasibility of the proposed works and prepare a preliminary costing plan. The cost estimates for the improvements are described in the table below.

Improvement works to the Indoor Market and surrounding environment.	Preliminary Cost Estimate (including contingency)
Environmental improvements to the forecourt area and approaches to the market following demolition of toilet block.	£33,000
Environmental improvements to create new access to the market cafe and address health and safety issues of ramp access.	£25,000
Creation of new improved toilet facility into the frontage of the market.	£50,000
Improvements to the Market building; including roofing repairs and new entrance canopy.	£60,000
TOTAL	£168,000

2.4 In order to avoid the busy Christmas trading period the implementation of the works is programmed to commence in February 2014.

3.0 FINANCING THE IMPROVEMNTS TO THE INDOOR MARKET

3.1 The estimated cost for the improvement works is £168,000. Cabinet has agreed that £125,000 of the improvement works are funded from reserves (£72,430 Value for Money Reserve and £52,570 earmarked reserve), a contribution from Planning section 106 sources, and a grant secured from the Leicestershire County Council's Better Places Fund. The funding breakdown is shown in the table below.

Funding Source	Funding Amount
Council reserves	£125,000
Planning S.106 contributions for Coalville Town Centre Regeneration	£30,500
Leicestershire County Council – Better Places Grant Fund	£12,500
Total	£168,000

3.2 The operational staffing and management arrangements for the toilets are the subject to an ongoing service review which will consider how best to deliver this service following the investment.

Notice of Executive Key Decisions

The attached notice lists the matters which are likely to be the subject of a key decision by the Council's executive and executive decision making bodies. This notice is produced in accordance with the Constitution adopted by North West Leicestershire District Council and will be published a minimum of 28 days before the date on which a key decision is to be made on behalf of the Council.

The date of publication of this notice is **13 December 2013**. The Deadline for making any representations as to why items marked as private should be considered in public by **Cabinet on 14 January 2014 is 5pm Friday, 3 January 2014**.

Key Decisions

A key decision means a decision taken by the Cabinet, a committee of the Cabinet, an area or joint committee or an individual in connection with the discharge of a function which is the responsibility of the executive and which is likely:

- (a) to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the area of the Council;
- (c) for the purposes of (a) and (b) above £100,000 shall be regarded as significant in terms of expenditure or savings, and any issue which, in the opinion of the Leader is likely to have an impact on people, shall be regarded as significant in terms of impact on communities.

The Council's Executive

The Council's executive committee is the Cabinet. The Cabinet comprises:

Councillor R Blunt	-	Leader	Councillor T J Pendleton	-	Regeneration and Planning
Councillor A V Smith MBE	-	Deputy Leader and Community Services	Councillor N J Rushton	-	Corporate
Councillor T Gillard	-	Business	Councillor R D Bayliss	-	Housing

Confidential Items and Private Meetings of the Executive

Whilst the majority of the Cabinet's business at the meetings listed in this notice will be open to the public and media organisations to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. This is a formal notice under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that part of the Cabinet meetings listed in this Forward Plan may be held in private because the agenda and reports for the meeting contain exempt information under Part 1 Schedule 12A to the Local Government Act (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. Those Items where it is considered that they should be considered in private are identified on the Notice.

Access to Agenda and Related Documents

Documents relating to the matters listed in this notice are available at least 5 clear working days prior to the date of decision as indicated below. Other documents relevant to the matters listed in this notice may be submitted to the decision maker.

If you wish to request or submit a document, or make representation in relation to any issue contained within this notice, please contact Democratic and Support Services on telephone number 01530 454512 or by emailing memberservices@nwleicestershire.gov.uk

Executive Decisions

Decision	Decision maker	Status of Decision	Public or Private (and reason – where private)	Date of decision	Contacts	Documents to be submitted to the decision maker
Borough of Charnwood Core Strategy – Memorandum of Understanding	Cabinet	Non Key Decision	Public	14 January 2013	<p>Councillor Trevor Pendleton 01509 569746 trevor.pendleton@nwleicestershire.gov.uk</p> <p>Director of Services 01530 454555 steve.bambrick@nwleicestershire.gov.uk</p> <p>Head of Regeneration and Planning 01530 454782 david.hughes@nwleicestershire.gov.uk</p>	Report
Council Tax Base 2014/15	Cabinet	Key Decision	Public	14 January 2014	<p>Councillor Nick Rushton 01530 412059 nicholas.rushton@nwleicestershire.gov.uk</p> <p>Chief Executive 01530 454500 christine.fisher@nwleicestershire.gov.uk</p> <p>Head of Finance 01530 454520 ray.bowmer@nwleicestershire.gov.uk</p>	Report
Review of Revenues and Benefits Policies	Cabinet	Key Decision	Public	14 January 2014	<p>Councillor Nick Rushton 01530 412059 nicholas.rushton@nwleicestershire.gov.uk</p> <p>Chief Executive 01530 454500 christine.fisher@nwleicestershire.gov.uk</p> <p>Head of Finance 01530 454520 ray.bowmer@nwleicestershire.gov.uk</p>	Report

Decision	Decision maker	Status of Decision	Public or Private (and reason – where private)	Date of decision	Contacts	Documents to be submitted to the decision maker
Proposed route of HS2 response to consultation	Cabinet	Key Decision	Public	14 January 2014	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 david.hughes@nwleicestershire.gov.uk	Report
Armed Forces Community Covenant	Cabinet	Key Decision	Public	14 January 2014	Councillor Alison Smith MBE 01530 564645 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	Report
Virtual Desktop Infrastructure and Device Management Solution	Cabinet	Key Decision	Report - Public Background Papers - Private - Likely to contain exempt information under paragraph 3 to Schedule 12A Local Government Act 1972	14 January 2014	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	

Decision	Decision maker	Status of Decision	Public or Private (and reason – where private)	Date of decision	Contacts	Documents to be submitted to the decision maker
Award of Contracts for Lift Replacement and Maintenance, Fire Alarm Maintenance and Emergency Lighting Replacement	Cabinet	Key Decision	Private - Likely to contain exempt information under paragraph 3 to Schedule 12A Local Government Act 1972	14 January 2014	Councillor Roger Bayliss 01530 411055 roger.bayliss@nwleicestershire.gov.uk Director of Services 01530 454555 steve.bambrick@nwleicestershire.gov.uk Head of Housing 01530 454780 chris.lambert@nwleicestershire.gov.uk	Report
Exemption to Council's Contract Procedure Rules - Warm Homes Officer	Cabinet	Non Key Decision	Private - Likely to contain exempt information under paragraphs 1& 3 to Schedule 12A Local Government Act 1972	14 January 2014	Councillor Alison Smith MBE 01530 564645 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	Report
Waiver to the Council's Contract Procedure Rules: Strategic Advice	Cabinet	Non Key Decision	Private - Likely to contain exempt information under paragraph 3 to Schedule 12A Local Government Act 1972	14 January 2014	Councillor Trevor Pendleton 01509 569746 trevor.pendleton@nwleicestershire.gov.uk Chief Executive 01530 454500 christine.fisher@nwleicestershire.gov.uk Head of Regeneration and Planning 01530 454782 david.hughes@nwleicestershire.gov.uk	

Decision	Decision maker	Status of Decision	Public or Private (and reason – where private)	Date of decision	Contacts	Documents to be submitted to the decision maker
Refuse Transfer Facility (Coalville)	Cabinet	Key Decision	Public	11 February 2014	Councillor Alison Smith MBE 01530 564645 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	Report
Improving the Customer Experience Programme Update	Cabinet	Key Decision	Public	11 February 2014	Councillor Richard Blunt 01530 454510 richard.blunt@nwleicestershire.gov.uk Chief Executive 01530 454500 christine.fisher@nwleicestershire.gov.uk Head of Legal and Support Services 01530 454762 elizabeth.warhurst@nwleicestershire.gov.uk	Report
Minutes of the Coalville Special Expenses Working Party	Cabinet	Non Key Decision	Public	11 February 2014	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	Report and Minutes

Decision	Decision maker	Status of Decision	Public or Private (and reason – where private)	Date of decision	Contacts	Documents to be submitted to the decision maker
Asset Management Strategy and Corporate Capital Strategy	Cabinet	Key Decision	Public	11 February 2014	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	Report
General Fund and Special Expenses Revenue Budgets 2014/15	Cabinet	Key Decision	Public	11 February 2014	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	Report
Housing Revenue Account Budget 2014-15 and Rent Increase	Cabinet	Key Decision	Public	11 February 2014	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	Report

Decision	Decision maker	Status of Decision	Public or Private (and reason – where private)	Date of decision	Contacts	Documents to be submitted to the decision maker
Capital Programmes General Fund, Coalville Special Expenses and Housing Revenue Account Projected Outturn 2013/14 and Proposed Programmes 2014-15 2016-17	Cabinet	Key Decision	Public	11 February 2014	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	Report
Air Quality Action Plan	Cabinet	Key Decision	Public	4 March 2014	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	Air Quality Action Plan Framework
Minutes of the Grants Review Working Party - 20 January 2014	Cabinet	Non Key Decision	Public	4 March 2014	Councillor Alison Smith MBE 01530 564645 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	Report and Minutes

Decision	Decision maker	Status of Decision	Public or Private (and reason – where private)	Date of decision	Contacts	Documents to be submitted to the decision maker
Former Tenant Rent Arrears, Sundry Debtors, Council Tax and Non Domestic Rate Write Offs Over £10,000	Cabinet	Key Decision	Public	4 March 2014	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	Report
Proposed Council Delivery Plan	Cabinet	Key Decision	Public	4 March 2014	Councillor Richard Blunt 01530 454510 richard.blunt@nwleicestershire.gov.uk Chief Executive 01530 454500 christine.fisher@nwleicestershire.gov.uk Head of Legal and Support Services 01530 454762 elizabeth.warhurst@nwleicestershire.gov.uk	Report & Proposed Council Delivery Plan
Quarter 3 Performance Management Report	Cabinet	Key Decision	Public	4 March 2014	Councillor Richard Blunt 01530 454510 richard.blunt@nwleicestershire.gov.uk Chief Executive 01530 454500 christine.fisher@nwleicestershire.gov.uk Head of Legal and Support Services 01530 454762 elizabeth.warhurst@nwleicestershire.gov.uk	Report

Decision	Decision maker	Status of Decision	Public or Private (and reason – where private)	Date of decision	Contacts	Documents to be submitted to the decision maker
Minutes of the Coalville Special Expenses Working Party	Cabinet	Non Key Decision	Public	24 June 2014	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	Report & Minutes
Q4 Cabinet Performance Report	Cabinet	Key Decision	Public	24 June 2014	Councillor Richard Blunt 01530 454510 richard.blunt@nwleicestershire.gov.uk Chief Executive 01530 454500 christine.fisher@nwleicestershire.gov.uk Head of Legal and Support Services 01530 454762 elizabeth.warhurst@nwleicestershire.gov.uk	Report

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