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Meeting	CORPORATE SCRUTINY COMMITTEE
Time/Day/Date	6.30 pm on Wednesday, 12 June 2019
Location	Council Chamber, Council Offices, Coalville
Officer to contact	Democratic Services

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. WORKFORCE AND AGENCY COSTS - ANNUAL UPDATE	
Report of the Chief Executive	3 - 6
5. 2018/19 QUARTER 4 PERFORMANCE REPORT	
Report of the Chief Executive	7 - 52
6. ITEMS FOR INCLUSION IN THE FUTURE WORK PROGRAMME	
To consider any items to be included in the work programme. The plan of forthcoming Cabinet decisions and the current work programme are attached for information.	53 - 66

Circulation:

Councillor R Boam (Chairman)
Councillor J Hoult (Deputy Chairman)
Councillor E G C Allman
Councillor A J Bridgen
Councillor R Johnson
Councillor V Richichi
Councillor S Sheahan
Councillor N Smith
Councillor D E J Tebbutt
Councillor M B Wyatt

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CORPORATE SCRUTINY COMMITTEE – 12 JUNE 2019

Title of report	WORKFORCE AND AGENCY COSTS
Contacts	<p>Councillor Robert Ashman 01530 273762 robert.ashman@nwleicestershire.gov.uk</p> <p>Chief Executive 01530 454500 bev.smith@nwleicestershire.gov.uk</p> <p>Head of Human Resources and Organisation Development 01530 454518 mike.murphy@nwleicestershire.gov.uk</p>
Purpose of report	To provide an update on workforce metrics and costs including spend on agency workers during the 2018/19 financial year.
Council Priorities	Value for Money
Implications:	
Financial/Staff	This purpose of this report is to provide information on staffing arrangements and to detail the approaches being undertaken by officers to ensure the workforce is being effectively deployed to achieve optimum efficiency.
Risk Management	No risks.
Equalities Impact Screening	N/A
Human Rights	N/A
Transformational Government	N/A
Comments of the 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	The report has been circulated to the Council's recognised trade unions for information and comment.

Background papers	Papers are held in the office of the Head of Human Resources and Organisation Development. (Room 132 Council Offices, Coalville) Report to Policy and Development Group dated 27 June 2018.
Recommendations	THAT THE CORPORATE SCRUTINY COMMITTEE NOTES AND COMMENTS ON THE LATEST WORKFORCE DATA AND AGENCY SPEND.

1.0 BACKGROUND

- 1.1 A report on workforce information and the use of agency temporary workers was considered by the Policy and Development Group and Cabinet in June 2018. At the time of that report the annual spend on agency workers totalled £1.8 m during the financial year 2017/18. The report concluded that while there were circumstances that explained the increase in spend and reliance on temporary agency workers, it was recognised that the use of agency workers should be reduced in future financial years and a target was set for the reduction of the spend level to £1.4m in 2019/20, a further reduction to £1.0m in 2020/21, and then a final reduction to £800k in 2021/22.
- 1.2 To assist with the reduction in spend a process was put in place across the Council to monitor and manage agency contracts involving a review of all agency worker contracts on the 12 week anniversary of starting. This involves approval by the Head of Service and the Head of HR and OD for any agency contracts extending beyond the 12 week period.

2.0 WORKFORCE DATA 2018/19

- 2.1 The spend on agency contracts is detailed in the table below. The spend has reduced to under the target set in the previous report at £1.39m in 2018/19.

Department	Comensura Agency Spend (£)	Other Agency spend (£)	Total Spend (£)	% of spend
Housing	833,334.85		833,334.85	60%
Housing General Fund	44,372.16		44,372.16	3%
Community Services	89,481.46		89,481.46	6%
Regeneration and Planning	57,101.66	23,243.13	80,344.79	6%
Customer Services	32,066.05		32,066.05	2%
Legal and Democratic Services		31,146.33	31,146.33	2%
Environmental Health	36,271.53	1,350.00	37,621.53	3%
Finance / Audit	218,496.71	10,240.00	228,736.71	16%
Chief Executives	-	13,488.15	13,488.15	1%
Totals	1,311,124.42	79,467.61	1,390,592.03	100%

- 2.2 The majority of the spend was in the Housing Repairs Team, with the Housing department accounting for 60% of the total spend across the Council, with the next highest spend in the Finance team. The spend is split in the table between spend under our umbrella agency contract (Comensura) and that incurred with other agencies not covered by the Comensura contract. The other agency spend occurs in situations where we have been unable to source temporary agency cover through Comensura – this can happen where there are particular occupational recruitment issues which restrict the supply of suitable workers.
- 2.3 The Housing and Property team had to make extensive use of interim agency support, whilst recruiting to the new approved structure for the Department. Posts covered during this period were at all levels of the organisation from senior managers to operatives carrying out repairs, and front line staff both dealing with the public and back office administration. Following successful recruitment exercises during the year the call upon agency resources was significantly reduced by the end of the year, and a further reduction is projected for 2019/20. The agency roles were funded from the existing salary budgets for the vacant positions so do not represent an overspend of salary budgets. In the Finance team the agency spending was temporary cover in the procurement and audit work areas where there are known difficult labour market supply shortages. Permanent arrangements are now in place in those work areas (one was a maternity leave cover).
- 2.4 The size of the Council’s workforce inevitably fluctuates over time. The table below shows the number of full-time equivalent (FTE) permanent employees employed at the end of the financial years.

2008/9	489
2009/10	480
2010/11	460
2011/12	456
2012/13	466
2013/14	461
2014/15	459
2015/16	442
2016/17	446
2017/18	444
2018/19	482

Over an 11 year period there was a decline in the workforce to 444 FTE’s mark by 2017/18. The number in the permanent workforce has increased during the past year and this can be explained by our clear strategy to transfer employees previously engaged as agency workers to permanent job roles, through internal recruitment processes primarily in the Housing repairs and refuse and recycling service areas. The number of full-time equivalent employees engaged will reduce during 2019/20 through the transfer of the Leisure Centre employees to Everyone Active under TUPE as part of the Leisure contract arrangements. The transfer occurred successfully on the 1 May 2019.

- 2.5 Corporate Leadership Team (CLT) have continued to take a pro-active approach to the management of Agency employees, recognising that while they have their contribution to make to the workforce, the preferred position is to recruit to posts on a permanent basis. The controls introduced to manage the recruitment of Agency workers beyond a

12 week period have continued and will stay in place to manage the spend during 2019/20 to help us with further reducing the spend to meet the target reduction.

3.0 CONCLUSIONS

- 3.1 The reduction target set when the report was presented to members in 2018 has now been achieved with spend on Agency workers during 2018/19 totalling £1.39m against the target of £1.4m. We recognise there will always be a requirement for the use of agency workers to fill short term requirements, but the preferred position is to engage permanent employees, or people on directly employed short term contracts wherever this is possible. We remain committed to achieving our further reduction of total spend being less than £1m in the current year and to then reduce that further to £800K in 1920/21.

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CORPORATE SCRUTINY GROUP – 12 JUNE 2019

Report Title	2018/19 QUARTER 4 PERFORMANCE MANAGEMENT REPORT
Contacts	<p>Councillor Richard Blunt 01530 454510 richard.blunt@nwleicestershire.gov.uk</p> <p>Chief Executive 01530 454500 bev.smith@nwleicestershire.gov.uk</p> <p>Strategic Director of Place 01530 454555 james.arnold@nwleicestershire.gov.uk</p> <p>Strategic of Director of Housing and Customer Services 01530 454819 glyn.jones@nwleicestershire.gov.uk</p>
Purpose of report	The report provides members of the Cabinet with information on the performance and progress made against the Council Delivery Plan actions and performance indicators for Quarter 4 (Q4) (January-March 2019).
Reason for Decision	The report is provided for members to effectively monitor the organisation's performance.
Council Priorities	The report addresses performance against each of the Council's five priorities for 2018/19.
Implications	
Financial/Staff	The report contains summary performance data on staff management and financial information.
Link to relevant CAT	The report links to the work of all Corporate Action Teams.
Risk Management	Risk management is applicable to all areas of the Council's statutory duties and service provision. Any relevant risks relating to actions set out in the Council Delivery Plan are managed through the Corporate Risk Register.
Human Rights	No direct implications.

Transformational Government	No direct implications
Comments of Head of Paid Service	The report is satisfactory.
Comments of Section 151 Officer	The report is satisfactory
Comments of Monitoring Officer	The report is satisfactory
Consultees	Corporate Leadership Team
Background papers	Council Delivery Plan 2018-2019
Recommendation	THAT THE CORPORATE SCRUTINY GROUP NOTES THE QUARTER 4 PERFORMANCE REPORT (JANUARY-MARCH 2019) AND PROVIDE COMMENTS FOR CONSIDERATION BY CABINET.

PERFORMANCE SUMMARY FOR QUARTER 4

1 INTRODUCTION

- 1.1 The Planning and Performance Management framework helps the Council-
- Clearly articulate our priorities and desired outcomes
 - Prioritise what gets done within the resources available
 - Provides and demonstrates value for money
 - Provide good services and satisfaction for our local community
 - Improves organisational performance
 - Motivate and manage our staff
- 1.2 Its purpose is to deliver the best outcomes and service in relation to our priorities and statutory responsibilities within available resources, and to create an 'early warning system; where this is not the case. To do this we need to be intelligence focused and take action in response to actual performance to make outcomes better that they would otherwise be.
- 1.3 Performance is managed at a strategic, service, operational and individual level, with each informing the other.
- 1.4 At a strategic level, Members and the Corporate Leadership team need to ensure that services are provided meeting the needs of the community, both now and in the future. Members and the leadership team also need to ensure that there are appropriate and meaningful measures underpinning our vision and objectives so that they can be assured that we are making good progress towards our vision, priorities and objectives published in our Corporate Plan.

- 1.5 At a service level, Heads of Service need to monitor performance against service plans. These include all tasks, projects, measures and risks relating to their own service objectives and from any other source, e.g. external inspectorate recommendations such as the planning peer review and internal audit recommendations etc.
- 1.6 At an operational level, individual work plans may be in place to monitor and report on team and individual performance to feed up into the service plans. This then informs individual performance appraisals.
- 1.7 Performance is monitored against the five Corporate priorities that applied in the 2018/19 financial year.
- Value For Money
 - Home and Communities
 - Building Confidence in Coalville
 - Business and Jobs
 - Green Footprints
- 1.8 The quarterly performance reports will seek to recognise good performance, share best practice across the organisation and also to identify 'performance gaps' highlighting if and where action is required to meet targets. Once these gaps are identified, time bound intervention plans will be created or adapted to improve performance towards the target. This will be part of a continual cycle of review and action.

Summary of Performance Quarter 4

- 1.9 This report sets out the performance and progress against the Council Delivery Plan priority actions, performance indicators, and finance and sickness absence management.
- 1.10 A high level exception report of the Council's performance for Q4 is included in Appendix 1.

2. COUNCIL PRIORITIES

2.1 VALUE FOR MONEY

- 2.1.1 All of the six actions are on track or within tolerance to achieve the milestones set with some good progress on the Customer First Programme and the delivery of the leisure services project.
- 2.1.2 The performance indicators show out of nineteen indicators, eighteen are on target or within tolerance and one is falling below target relating to leisure income.
- 2.1.3 Performance in the call centre continues to be good, which has carried through in to the busy council tax billing period. The percentage speed of answer targets though short of target are in comparison to the same period 2017/18 dramatically improved (40%+ improvement). The rate of abandonment is equally improved 6.86%, which is reflected in high levels of customer satisfaction.

The council relaunched its "My account" self-service account, following a full redesign and reengineer of the customer journey. This was linked to the Council Tax annual billing campaign and supported by Communications and Customer Services.

To complement the relaunch, further progress has been made by the Digital programme which has completed several new customer processes in this quarter, increasing the opportunity for customer to self-serve.

A corporate customer experience group has now been formed, with the first meetings to be held in Q1 2019/20, to drive the next phases of customer experience work.

- 2.1.4 The Leisure project remains on target, with the contract start date being 1 May 2019. The three bidders submitted their final tenders on 16 November 2018. The council's project team has completed the evaluation of the qualitative, design and financial aspects of the three bidders and the successful bidder has been selected, Everyone Active who have their office based in Hinckley.

2.2 HOMES AND COMMUNITIES

- 2.2.1 All four actions are showing good progress against the milestones, eight of the nine performance indicators are on target or within tolerance. One indicator, the Number of properties empty and unavailable to let within the council's housing stock was 42 and above the end of year target. This indicator has been declining steadily over the last three years – there were 86 such properties in June 2016. Of the remaining properties, the vast majority are at Woulds Court, Moira, and Queensway House, Measham, both of which are de-commissioned sheltered housing blocks awaiting redevelopment. Other decommissioned sheltered blocks at Greenacres, Coalville and Westgate House, Ibstock have been redeveloped respectively by the Council (11 new houses completed) and east midlands homes (13 new homes currently being constructed).

Both buildings will need to come down to allow any new development to proceed, so the decision was taken for the Council to demolish them. A tender exercise was undertaken in quarter 4 to appoint a demolition contractor (and a contractor for asbestos removal). The intention is to appoint contractors and complete the demolition of both sites by the end of June 2019.

Discussions are ongoing with two developers to progress these sites and the preferred partner for Woulds Court has completed design and viability work, with a legal agreement with the Council agreed in principle. Discussions at Queensway House have taken place with the developer who owns the adjacent site (for which there is planning permission) as a combined site would produce a better overall outcome, but progress has been difficult.

- 2.2.2 Following the publication (in the previous quarter) by HS2 Ltd of their working draft of the Environmental Statement extensive comments were submitted by NWLDC, LCC, parish councils and partners in order to enable HS2 to find ways of minimising the numerous impacts on communities, individuals and businesses. A response from HS2 Ltd is imminent. Further consultation by HS2 Ltd on a small number of changes to their proposals is also expected soon.
- 2.2.3 Work with partners on the East Midlands HS2 Strategic Board is also continuing. This is looking at opportunities to maximise the economic and infrastructure benefits of HS2 which will include new housing and employment areas. In Northwest Leicestershire this may include links to the proposed transport hub at Toton and links from Toton to East Midlands Airport.
- 2.2.4 The sole major residential development scheme approved in Quarter 4 scored positively against Building for life 'good' standard ensuring continued high quality developments in our district.
- 2.2.5 Phase 2 of the new build programme is the redevelopment of the former Police Station site on Ashby Road, Coalville, with work now well advanced to all properties. The 24 new homes will be advertised to invite bids from prospective tenants in late April, and then handed over in phases from May 2019 onwards.

- 2.2.6 A planning application was submitted regarding the redevelopment of the Cocked Hat site on Cropston Drive, Greenhill and this was approved. Pricing negotiations with our construction contractor Robert Woodhead commenced as the site design for 8 new homes is confirmed. Assuming agreement is reached on the price, works will start on site by early August (although the site has already been cleared), with completions of the homes by April 2020. Feasibility investigations into a number of other sites across the district continue to be progressed including Measham (x2), Whitwick, Ibstock, and Thringstone
- 2.2.7 Our performance regarding the delivery of new affordable homes exceeded our annual target of 100 new homes, with 117 delivered by the end of Q4. A planning application has now been submitted for the new extra care housing scheme being developed by East Midlands Housing off Burton Road, Ashby de la Zouch. This scheme is due to provide 50 rented and 15 shared ownership new apartments for older people, and is being financially supported by the Council.
- 2.2.8 We welcomed the arrival of two families to Ibstock and Measham under the Syrian Vulnerable Persons Relocation Scheme in March 2019. The necessary plans to support the families are in place, using the government funding provided for this work. We will facilitate the arrival of a further two families in November 2019.
- 2.2.9 Rent arrears were 1.99% against a year end target of 2% and this has been achieved despite the challenges of having over 300 council tenants in receipt of Universal Credit.
- 2.2.10 Performance in repairing and reletting empty Council homes further improved in Q4, with an end of year performance of 21 days. Performance compares favourably with outturns of 30 days for 2017/18 and 38 days in 2016/17, and represents a significant improvement, facilitated by close working between the repairs and housing management teams.
- This continued reduction further improved our rent loss performance, which was 0.63% at year end, thus out-performing our target and improving on the previous year's figure of 0.88%. Letting empty homes more quickly means we gain extra rental income, and also new tenants can benefit from accessing their new home more promptly.
- 2.2.11 The repairs teams completed 96.6% of all repairs within the target timescale against a target of 87%. A pilot to test customer demand for later repairs appointments on Thursdays commenced in February, and the outcome will guide whether extended appointments will become a regular feature of the service.
- 2.2.12 We will be conducting our biennial STAR (Survey of Tenants And Residents) in May / June 2019 to get an independently commissioned view of how satisfied residents are with various aspects of the housing service. Survey forms (which can also be completed on line) will be sent to 2000 residents in May 2019 so members are requested to encourage residents to complete and return the survey. The results will be known in August.

2.3 BUILDING CONFIDENCE IN COALVILLE

- 2.3.1 All three actions are on target or within tolerance to deliver against the milestones set, two of the four performance indicators relating to Coalville shop fronts, businesses engaged and grant awards have fallen short of the Q4 target.
- 2.3.2 Intervention plans for these indicators have been developed and are set out in Appendices A and B.
- 2.3.3 In response to the 'Make the regeneration of Coalville a priority' petition, Business, Community Focus and Communications facilitated two community drop in events to consult with local residents about the Coalville Project. The event took place on Wednesday 13 March at Insomnia Cafe in the Belvoir Centre and again on Friday 15 March at the Marlene Reid Centre on Belvoir Road. Comments will be fed into the work

on the Coalville Regeneration Framework.

- 2.3.4 In Q4 the Business Focus Team prepared and submitted a substantial expression of interest funding form to the Future High Streets Fund. This fund is a new £675 million Government funding programme to help 'local areas to respond to and adapt to changes'.
- 2.3.5 Following the Midpoint Review of the Coalville Frontage Improvement Scheme, the Business Focus team are currently actioning the recommendations and preparing to appoint an architectural consultant who, in addition to providing architectural and design input, will also fulfil the role that Leicestershire County Council had previously performed to support the delivery of the scheme. It is anticipated that the Coalville Frontage Improvement Scheme will fully reopen for applications in June 2019 and will we have identified priority targets for investment of grant funding, including eligible properties on the south side of Marlborough Square. Following agreement with LCC that NWLDC should lead on the regeneration of Marlborough Square, initial designs have been reviewed and are being amended by consultants.
- 2.3.6 Business Focus are continuing to work with Intechology to deliver free to access Wi-Fi in Coalville and Ashby. In Q4 a final site meeting took place to finalise the location of hardware to provide the Wi-Fi Network. Further work has been completed to obtain the necessary permission and licenses to install the new hardware in Coalville and Ashby town centres. It is anticipated that the installation works will begin in May and take place overnight to avoid disruption. The contractor estimates that the install could be completed with three weeks.

2.4 BUSINESS AND JOBS

- 2.4.1 All five actions are showing good progress against the milestones, the four performance indicators are also on target or within tolerance.
- 2.4.2 Business Focus continue to raise awareness of the available EU Exit guidance and information for local businesses. In Q4 Business Focus shared the Government advice for businesses to get ready for the possibility of a 'No Deal' scenario. Details of the governments Partnership Pack and the Technical Notes were sent to all of our business champions, partner organisations, businesses networks and the international trade businesses operating around EMA. Business Focus will continue to engage with local business as further guidance and clarity on potential dates for EU Exit are available.
- 2.4.3 In a series of four documents, the Business Focus Team have developed a draft Economic Growth Plan. The Plan sets out ambitions for North West Leicestershire and, how working cooperatively with our partners, we will continue to develop a thriving and sustainable economy and to play a prominent role in the regional and national economies. As well as a strategic document, the Economic Growth Plan will also be utilised as a place marketing and inward investment tool and also as a lever to attract funding.

In Q4 the Economic Growth Plan was be presented to Cabinet and to Policy Development Group. The plan is now subject to partner consultation, which will take place in May before the final draft is returned to Cabinet for final approval.
- 2.4.4 The Business Focus team completed a procurement exercise and commissioned Building Business to run a number of Women in Business workshops and one-to-one sessions to encourage entrepreneurial activity amongst women throughout 2019. The programme will launch in May and look to provide support specifically to women to support them in the workplace or to consider self-employment.
- 2.4.5 The Business Focus team continued to work with partners to deliver two further jobs fairs in January. The first job fair was held on 14 January with Job Centre Plus, a mini sector specific jobs fair was held at the Job Centre Plus offices in Coalville. The jobs fair was

targeted to support recruitment within the care sector.

The other job fair was held on 26 January, East Midlands Airport hosted a jobs fair specifically for East Midlands Airport and the employers on Pegasus Business Park. A total of 350 jobs were available at the airport in passenger services, security, car parking, hospitality, retail and catering. In addition, Jet2.com, Swissport, DHL, UPS and Jury's Inn hotel were also recruiting. Over 2,000 job seekers attended the jobs fair.

- 2.4.6 Business Focus continue to support the occupation of the SEGRO Logistics Park near East Midlands Airport. In Q4, Business Focus met again with XPO, K&N and Shop Direct. In addition, Business Focus held initial meetings with new occupier Maritime Transport, who will be operating the new Rail Hub at SEGRO, to begin support for their plans and labour requirements for circa 300 jobs.
- 2.4.7 During Q4, K&N officially went live culminating in the amalgamation of existing K&N sites in Nottingham & Minworth. Business Focus, working with the Job Centre, assisted K&N to recruit an additional 28 new staff.
- 2.4.8 Business Focus also met with Panattoni Developments and agents Fisher Hargreaves Proctor to officially begin works on EMDC 525, a new 525,000 sq. ft. speculative development at the East Midlands Distribution Centre business park. The Business Focus Team will continue to work with Panattoni to promote the development to potential occupiers. It is hoped it will be completed by the end of 2019 and once occupied could create up to 1000 new jobs in the District.

2.5 GREEN FOOTPRINTS

- 2.5.1 Five of the six actions are on track or within tolerance to achieve the milestones set. One action remains below target that of the replacement of solid fuel heating systems in council owned homes with Air Source Heat Pumps (ASHP).
- 2.5.2 The performance indicators show out of three indicators, two are on target or within tolerance and one falls below target for Air Source Heat Pumps. The forecast for replacement of Air Source Heat Pumps has been revised and the remaining 57 are due to be completed by the end of Q2 2019/20.
- 2.5.4 As part of our commitment to establish a green policy, an invite to tender for consultants to measure the current carbon footprint of our services, closed on Friday 12 January 2019. Two companies have submitted responses to the tender; these will be assessed and if acceptable a contract will be awarded in April 2019. Work is expected to commence in April 2019 and completed no later than July 2019.

Taking into account the viability and investment costs, the tendering company will be asked to make recommendations on the type of work to be completed. Once this work is completed a policy and action plan will be created to deliver the changes, achieving the targets set out in the Climate Change Act 2008 or the UK100 pledge.
- 2.5.5 The Green Grant scheme has been a great success, however the funding for 2018-19 has been exhausted. The Stronger and Safer team look forward to relaunching this in the new financial year.

3. FINANCIAL MANAGEMENT UPDATE

- 3.1 This year represents the second year of faster closedown, whereby local authorities are required to approve and publish the accounts by 31 May and 31 July respectively meaning that the council now has a better understanding of its outturn position earlier than previously. A separate report detailing the provisional outturn for the 2018/19 year is included on the Cabinet agenda on the 18 June 2019, however the paragraphs below

summarise the position.

- 3.2 Financial performance in 2018/19 has continued to improve. Variances between budget and outturn on expenditure (net cost of services) and funding or rental income having reduced compared to previous years on both the General Fund and Housing Revenue Account (HRA).
- 3.3 The expected final position on the General Fund is a provisional surplus outturn for the year of £1.525m, compared to a budget of £299k. This is due to a number of positive movements, with the net position being a forecast £1.226m additional surplus compared to annual budget and an additional £438k compared to the Q3 forecast outturn position, specifically attributable to additional business rates received and underspending on rent allowances and rent rebates that were not anticipated at the Quarter 3 update. As part of the annual budget on 27 February 2018, the council committed to transferring the surplus income over expenditure in 2018/19 to the Self-Sufficiency Reserve.
- 3.4 Income in respect of Business Rates is forecast to be £5.344m compared to a budget of £4.86m. The additional £490k of business rates is the largest favourable variance for the year. This is largely due to additional Section 31 grant being received towards the end of the financial year.
- 3.5 Other major variances for the year in respect of the General Fund include combined salary savings of £578k in relation to the phase 1 and 2 restructures and a number of vacant posts across the organisation. Rent allowances and Rent rebates were underspent by £240k as a result of less benefits paid than budgeted for (the budget was based on the mid-year subsidy estimate submitted in August 2018), . Additional planning income of £130k, investment income of £124k, recycling income of £56k and licence fee income of £39k. A reduction in net financing costs of £56k and savings in the technical advice needed for planning appeals generating a saving of £60k
- 3.6 There was also a number of significant adverse General Fund variances which have counteracted the favourable variances including, additional net expenditure against the budget of £246k for the leisure centres, increase in non-distributed retirement benefits of £98k and a revenue contribution to capital of £78k for the purchase of a piece of land.
- 3.7 Detailed within the Provisional Outturn 2018/19 report is the recommendation to transfer £1.41m of the general fund surplus to the Self Sufficiency Reserve, with the net difference of £100k proposed to be utilised to create four new earmarked reserves (subject to Cabinet approval) taking the reserve balance from £2.77m 31 March 2018 to £4.28m as at 31 March 2019.
- 3.8 As part of the Journey to Self-Sufficiency Programme and development of the council's Commercial Strategy, there remains the opportunity to utilise this reserve to fund investment in income generating or revenue saving opportunities. However, officers are mindful not to reduce the reserve balance to the degree that it limits the council's ability balance future predicted deficit budget years on the General Fund arising from 2021/22 and at a total of £5.2m over the years to 2023/24. During 2018/19, the Journey to Self-Sufficiency Programme has:
 - Developed a Commercial Strategy which sets out how we will focus on income generation and develop the culture of the organisation to become more business-like.
 - Committed to Reducing our Corporate Costs by establishing a work stream to identify and make savings against the way we deliver our services.
 - Started to review our Asset Management approach by developing a new Asset Management Strategy and by engaging a commercial property consultant to undertake a market valuation of our commercial properties.

- Changed the way in which we set our Budget by challenging service areas to deliver target savings and more robustly forecast anticipated grant funding, income and expenditure. For the forthcoming 2019/20 year, this meant that we limited the increase in the forthcoming budget to just 1% compared to 2018/19. We also implemented a new Financial Management approach to monitoring and controlling spend with our 'Finance Clinics' where managers meet with Finance on a monthly basis to track and forecast our financial position and to identify potential savings, efficiencies and more cost advantageous ways of working. We have also implemented the biannual review of the Medium Term Financial Plan with members.

A further update on the progress of the Journey to Self-Sufficiency Programme will be provided to Cabinet in July as part of the biannual review of the council's Medium Term Financial Strategy.

- 3.9 The provisional outturn for Special Expenses is £532k compared to the approved budget of £527k. There are no significant variances to report.
- 3.10 The Housing Revenue Account (HRA) surplus is currently forecast to be £4.9m by the end of the financial year, compared to £3.3m reported in quarter 3 and a budget figure for the year of £2.9m. The change since quarter 3 was for the most part caused by a saving in depreciation of £535k that was not anticipated throughout the year and the release of £231k of earmarked reserves that were not utilised in 2018/19 and were no longer required for the original purpose they were created for.
- 3.11 Other major variances for the year in respect of the Housing Revenue Account include savings on employee costs of £656k due to vacant posts (offset by £433k spent on agency staff and advertising bringing the net savings down to £223k), an additional £385k 'profit' generated through increased use of our In-house Repairs Team to complete both repairs work and capital improvement works on our properties, spending £276k less on re-painting the exterior of our houses than originally planned and an additional £113k in rental income largely as a result of reducing the length of time our properties are empty between tenancies.
- 3.12 There was also a number of significant adverse Housing Revenue Account variances including unbudgeted costs of £126k for ill health retirements and lower than expected income from our service charges, garage rents and other charges of £73k.
- 3.13 This additional surplus means the HRA Loan Reserve now has the £13m required to repay the first of the HRA loans that fall due in 2022. Following Cabinet's decision to use surpluses more flexibly in the future, £280k of the surplus has been added to the £1.0m working balance.
- 3.14 The General Fund Capital Programme is forecast to be £4.048m. Movements during the quarter include additional £75k in relation to a land purchase and £63k for the town centre Wi-Fi scheme.
- 3.15 The HRA Capital Programme outturn is now forecast to be £7.6m, a reduction of £0.3m from quarter 3. This largely due to £260k of new build expenditure being re-profiled into future years. There was also an under spend of £219k in this financial year on the development of the new housing system – but this is expected to be spent in future years. This offset by additional spending on the air source heat pump programme of £94k, £54k additional spend on our Home Improvement Programme and £33k on off street parking.
- 3.16 Details of the major variances for all revenue accounts and the Capital Programme as at Quarter 4 can be found in Appendix 1 - Section 3 of this report.

4. SICKNESS ABSENCE MANAGEMENT UPDATE

- 4.1 In Q4 (2018/19) there were 1242 FTE days lost due to sickness - 407 FTE days fewer when compared with the same period in 2017/18. This is the equivalent of 2.58 days per full time equivalent (FTE). The final figure for 2018/19 is 9.67 days/FTE, this is lower than last year's figure of 10.21 days/FTE, however continues to remain above the corporate target of 8.0 days.
- 4.2 Legal and Support Services (4.58 days/FTE), Community Services (3.30 days/FTE) and Housing (2.16 days/FTE) were the work areas with the highest levels of sickness in this Quarter.
- 4.3 High levels of sickness in Legal and Support Services and Community Services is the result of long term sickness (68% of all sickness in these sections was long term). Over half of all sickness incidents in Community Services occurred in Waste services, 74% of which was long term sickness.
- 4.4 Across the organisation musculoskeletal accounted for over 30% of all sickness, almost half of it occurring in the waste services (47%), more than a quarter in Leisure Services (27%). This was followed by cold and flu (15%) and non-work related stress (13%) as the most common reasons for sickness. Instances of cold and flu related sickness remains high, increasing from 11% in Q3 to 15% of all sickness in Q4.
- 4.5 Table below illustrates total sickness as a percentage by reason:

Sickness reason	Percentage of sickness by reason
Asthma - bronchitis - respiratory	8.18%
Back pain - sprain - strain - musculo-skeletal	29.71%
Blood conditions	0.56%
Cold and Flu	14.85%
Debility - fatigue	0.20%
Ear nose & throat - dental	2.06%
Genito-urinary	0.32%
Gynaecological - obstetric	3.54%
Headache - migraine - neurological	3.18%
Heart - cardiovascular	0.08%
Infectious diseases	0.56%
Operation / Post Op	11.59%
Stomach - bowel - gastric - intestinal	8.88%
Stress - depression - anxiety - psychological (non-work related)	12.72%
Stress - depression - anxiety - psychological (work related)	3.54%

- 4.6 High levels of cold and flu continue to result in higher than normal levels of short term sickness (13%). Overall 59% of all sickness was long term sickness (10 days or more) and 41% was short term ad-hoc sickness.

- 4.7 Out of the 33 employees on long term sick in Q4, 26 have returned back to work, either full-time or on a phased return. There are currently 7 employees still on long term sickness. The Senior HR Advisors are working with team managers and Occupational Health to manage these employees back to work.

Priority Dashboards - Appendix 1

Appendix 1 sets out the following items:

- Detailed statistics of CDP actions and performance indicators
- Details of actions plans where indicators are red
- Finance
- Management of Absence
- Customer Service Call Centre Statistics

Status definitions used in Appendix 1

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

 Performance under control (milestones)

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

Corporate Risk Register - Appendix 2

Please find attached for information the latest version of the Corporate Risk Register at Appendix 2. Amendments have been made to risk 8 to reflect the latest phase of the Leisure Project and to risk 13 to reflect the latest developments with regard to the UK's exit from the EU.

2 PERFORMANCE DASHBOARD – VALUE FOR MONEY

Progress against CDP milestones			Progress against CDP Performance Indicators		
6  Green	0  Amber	0  Red	15  Green	3  Amber	1  Red

Action	Update	Status
Delivery of the Leisure Project. Procure a new contractual partnership with an external leisure provider to build a new leisure centre in Coalville and make improvements to Ashby Leisure Centre.	The contract has been awarded to Everyone Active. It is in the process of being finalised prior to being signed and will commence on 1 May 2019.	
The Council's financial resources are aligned with its priorities and the council achieves self-sufficiency.	Budget approved on the 26th February.	
Placing customer at the heart of the organisation.	<p>Work continues in this area, the Digital programme has completed a number of new customer processes, which provides an increasing online access for the customers to self-service.</p> <p>The call center has continued to provide a much increased level of responsiveness, which has been sustained into the busy annual billing period. The ambitious % speed of answer targets have not yet been reached but in comparison to the same period 2017/18, performance is dramatically improved (40%+ improvement). The rate of abandonment is very healthy at 6.86%, which is reflected in high levels of customer satisfaction.</p> <p>Work has also continued to further reengineer the customer complaints journey.</p> <p>A corporate customer experience group has now been formed, with the first meetings to be held in Q1 2019/20, to drive the next phases of customer experience work.</p>	

<p>Start our Customer First Programme to improve our customer service.</p>	<p>As the Customer Experience Strategy has now been produced and approved, this action is now complete.</p>	
<p>Level of satisfaction with Customer Services – the % of customers that are satisfied or above with the services.</p>	<p>96% (of 139) respondents indicated that they were satisfied or above with the level of service provided by Customer Services.</p>	
<p>To promote the chargeable service offered by Waste Services.</p>	<p>This key deliverable has now been completed.</p>	

Performance Indicators	Q4 Target	Q4 Actual	Status
Combined benefits performance - time taken to process new claims and changes in circumstances in average days	8.9	7.8	
Processing of new claims – time between application and confirmation of award in average days	18.5	15.2	
Processing of change of circumstances - the time it takes from receiving a notification of changes to the date of a revised award in average days	7.7	6.1	
Council Tax in year collection rate	97.6%	97.8%	
Non-domestic rates in year collection rate	99.0%	99.1%	
Housing Benefits overpayments collection rate – the percentage of outstanding overpayments collected as a percentage of the total amount outstanding	34.0%	32.0%	
Percentage of customers very satisfied or satisfied with the Planning Service	90.0%	91.4%	
Percentage of major planning applications determined within 13 weeks or a timetable agreed with the applicant	85.0%	100.0%	
Percentage of minor planning applications processed within 8 weeks or a timetable agreed with the applicant	85.0%	93.2%	
Percentage of other planning applications determined within 8 weeks or a timetable agreed with the applicant	85.0%	82.7%	
Leisure Centre Membership income	£941,540	£856,939	
Leisure Facility Usage Levels (cumulative)	850,000	1,016,582	
Total annual household dry recycling income	£109,000	£136,895	
Start our Customer First Programme to improve our customer service	Started	Started	
Give customers the ability to access at least 50 transactions online 24/7	Completed	50+	
Level of satisfaction with Customer Service – the % of customers that are satisfied or above with the service. Measure combined taken from 139 respondents across access channels to the question “Overall, rate your customer experience today”	90% satisfied	96%	
Rate of abandonment – the % of customer phone calls that hang up before they can be answered.	<10%**	6.86%	

Call wait time service level – the % of customer calls that are answered within a given time.	70% in 30 seconds*	66.64% in 30 seconds	
	90% in 60 seconds*	71.91% in 60 seconds	
Average queue time – the length of time on average that a visitor has to wait before they are seen.	8.28 minutes	6.15 minutes	

* New targets set from Q2 by Head of Customer Services. Note that while the target for call wait time level has not been achieved in the quarter, the outturns have improved significantly when compared to the end of year figures for 2017/18 when the comparable rates were 28.05% in 30 seconds and 43.66% in 60 seconds.

** Disregard calls that have abandoned before they have connected to the main call answering queue.

* **Measures following ICT audit recommendations -**

- Number of ICT security incidents detected 37**
- Number of ICT security incidents defended 37**
- Number of ICT security incidents breaches 0**

2 PERFORMANCE DASHBOARD – HOMES AND COMMUNITIES

Progress against CDP milestones			Progress against CDP Performance Indicators		
3  Green	1  Amber	0  Red	8  Green	1  Amber	0  Red

Action	Update	Status
Develop a Health and Wellbeing Strategy - the wellbeing of people in North West Leicestershire is improved.	The Strategy has been adopted corporately and officers have commenced work on its implementation, including engaging partners to support its delivery.	
Refurbish the CCTV system – Modernise Coalville CCTV to tackle anti-social behaviour.	The CCTV move has been delayed due to the need for further discussions with the Belvoir Centre management. This is being resolved as quickly as possible. It is anticipated that a written agreement will be reached in early 19/20.	
To devise and publish and implement a statement of licensing policy to reduce crime and improve public safety.	Implement new statement of licensing policy and staff are briefed on the revised policy. Policy published and introduced on 26 March 2019.	
Develop new Homelessness Review and Strategy as part of our new duties under the Homelessness Reduction Act to make sure people threatened with homelessness in the district receive the support they need.	The Homelessness Strategy and Rough Sleeping Strategy was approved by Cabinet in March 2019.	

Performance Indicators	Q4 Target	Q4 Actual	Status
Percentage rent arrears of current tenants	2.00%	1.99%	😊
Percentage of rent loss	1.1%	0.63%	😊
Percentage of tenants satisfied with the allocation and lettings process	95%	95%	😊
Average re-let times (days)	25 days	21 days	😊
Number of properties empty and unavailable	0.75% (32 properties)	1.00% (43 properties)	😞
Percentage of customers satisfied with the repairs service (% of completed jobs)	98%	96.3%	😊
Percentage of all repairs completed within target	87%	97%	😊
Average length of time taken to repair empty homes to achieve the lettable standard	25 days	21 days	😊
Number of new affordable homes delivered (Annual target 100)	100	117	😊

2 PERFORMANCE DASHBOARD – BUILDING CONFIDENCE IN COALVILLE

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

Action	Update	Status
<p>To deliver programmes that enhance the district's unique town centres and make the town attractive to residents and developers.</p>	<p>Work to redesign Marlborough Square had been paused to ensure the project provides value for money. The designs have now been reviewed and alterations are being considered. Business Focus have maintained contact with the Leicester and Leicestershire Enterprise Partnership (LLEP). The LLEP are part project funders and they have permitted an extension to the original timescales to draw the funding down.</p> <p>Initially it was the intention that consultants would be commissioned to prepare the Coalville Masterplan. It was decided that the Business Focus Team would take ownership of the masterplan project and instead of commissioning the work will undertake the majority of the preparation work internally.</p> <p>Initial work reviewed all previous masterplans for Coalville and their proposals as well as a desk based review of all other strategies, economic intelligence and policies that will influence the Masterplan. Work on the Masterplan was then put on hold to create the capacity to bid for the Governments Future High Street Fund (application was submitted in March 2019).</p> <p>The Business Focus team are now planning to commission work that will assess the viability and deliverability of key sites and properties within the town. Work will start in June 2019.</p>	
<p>Establish and maintain an events programme in our public spaces, including the redesigned Marlborough Square.</p>	<p>Work has continued on events programmes in other public spaces while planning work is being undertaken on the redesigned Marlborough Square.</p>	

<p>To deliver programmes that support SME businesses and entrepreneurial activity in our towns.</p>	<p>Business Focus continue to provide a supporting role to the town centre networks across the District including the groups representing Kegworth, Castle Donington and Ashby de la Zouch.</p> <p>The Business Focus Team are still providing chairmanship and secretariat for Ibstock town centre network until alternative arrangements can be made.</p> <p>The Business Focus team continue to act as conduit for engaging with town centre business on events, businesses support and on regeneration initiatives such as Marlborough Square and the Coalville Market relocation.</p>	
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Performance Indicators	Q4 Target	Q4 Actual	Status
Impact of Coalville shop fronts - Number of businesses engaged (Annual target 40) - Number of grant awards (Annual target 8)	10 2	0 0	 
Active promotion of at least seven tourism and culture events (annual target 7)	1	4	
Face to face business and environmental health advice to businesses each year (annual target 20)	20	20	

2 PERFORMANCE DASHBOARD – BUSINESS AND JOBS

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

Action	Update	Status
Develop a tourism strategy that promotes, encourages and enhances the visitor experience.	Work on the Tourism Strategy will conclude in 2019/20 (end of Q2 anticipated), the presentation of a draft strategy to PDG and Cabinet has been postponed to ensure closer working with the National Forest Company and alignment with their Tourism Growth Plan. Work continues on the Accommodation Demand Study for the district, with the draft report presented in February 2019 and a presentation by the consultants scheduled for 29 April 2019.	
Increase numbers of people attending events in our district year on year.	Promotion of events on in NWLDC – work on this is ongoing with many of the events promoted.	
To facilitate and deliver programmes that support businesses to grow.	<p>In Quarter 4, Business Focus Officers, alongside Environmental Health Officers, completed the final of the 20 joint business visits planned in 2018/19.</p> <p>The joint visits are to food and regulatory businesses base in North West Leicestershire. The business received face to face dedicated support from experienced officers to advise on regulatory compliance, raising standards, business growth and business support.</p> <p>Business Focus have completed the preparation in readiness to launch Enterprising Phase 3 business grant programme in May 2019.</p> <p>Enterprising 3 will offer start up grants to retail businesses with our towns and local centres as well as grants between £1,000 and £25,000 to growing small and mediums sized businesses across the District who will create new local jobs. Enterprising Phase 3 will launch in May 2019.</p> <p>Business Focus continue to monitor the outputs achieved by Enterprising Phase 1 grant recipients. Enterprising Phase 1 has closed to new grant applications and</p>	

	<p>all grant recipients are currently being monitored as per the terms and conditions within the grant offers.</p> <p>In Q4 monitoring visits were completed with:</p> <ul style="list-style-type: none"> • Chestnut Farm, Moira • Ashtree Farm, Snarestone • JMBMC, Coalville • County Drains, Coalville • Trunet Group, Ashby • Green Science, Packington • Lightwear, Coalville • Sew Essential, Moira <p>There are 7 outstanding grant awards that still require one further monitoring visit in 2019/20.</p>	
To deliver regulatory services in a way that supports business growth.	Support visits have been made to six businesses by the safety team during Q4. Ten visits have been made by the Business Focus team. A total of 20 businesses have received support visits from both Business Focus and Environmental Health.	
Develop an options appraisal for the future development of the Moira Furnace site.	<p>The District Council working in partnership with the National Forest Company (NFC) as part of their legacy work on the Black to Green (Heritage Lottery Funded initiative) was being progressed with a bid to the Heritage Lottery Fund 'Resilient Heritage Fund' the application was submitted on 18 January 2019. Unfortunately the application was unsuccessful. The Moira Furnace Options Appraisal work remains a priority for the District Council as does master planning work in the Heart of the National Forest for the National Forest Company.</p> <p>Discussions are planned with the National Forest Company to consider a 'plan B' and opportunities for joint working in 2019/20 to progress priorities.</p>	

Performance Indicators	Q4 Target	Q4 Actual	Status
Number of business enquiries received and supported (Establish baseline and method of reporting)	40	67	
Level of inward investment in NWL (Establish baseline and method of reporting) - Number of businesses (Annual target 12)	3	9	
Impact of Enterprising Town Centres - Number of businesses engaged (80) - Number of businesses supported (60)	20 15	0 0	 

2 PERFORMANCE DASHBOARD – GREEN FOOTPRINTS

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

Action	Update	Status
Work with Highways England on their network in our district to reduce fly tipping.	Partnership work has taken place with Highways England, including continued attendance at the All Party Parliamentary Group (litter) to discuss litter and fly tipping solutions and regular communication with Highways England. A fly tipping education event took place at Donington Services on 15 August 2018 with media and social media coverage. Enforcement Officers have conducted observations at fly tipping hotspot areas, including Netherseal Lane which was cleared prior to intensive enforcement work and bring sites have been successfully targeted with a reduction in abuse. This work has been recognised nationally with a short listing at Local Government Awards "Environmental Services" category. Further work is to take place 2019/20 which includes Estates Green Day (Greenhill) and a variety of cross section fly tipping prevention initiatives arranged for Q1. 2019/20.	
Carry out a feasibility study for introducing electric vehicle charging points in Council owned Car Parks.	This task has now been completed. No further update.	
Be a key stakeholder in the All Party Parliamentary Group litter strategy for North West Leicestershire – through engagement with haulage companies and snack wagons to raise awareness of roadside litter and aim to reduce it.	Officers attended the All Party Parliamentary Group (litter) to contribute to the group that supports the Litter Strategy for England, overseen by; Department for Environment Food & Rural Affairs, Ministry of Housing, Communities & Local Government, Department for Transport. North West Leicestershire's roadside litter campaign which was composed of multi lingual signage, stickers and leaflets raising awareness of litter issues by road users, was well received and the branding was popular with fast food industry including McDonalds and snack wagons around the district. Partnership working with Bardon Aggregates culminated in the clearance of a badly littered layby where the new signage has helped reduce the litter issue to a minimum. The successful roadside litter campaign resulted in shortlisting by Keep Britain Tidy "Litter Initiative of the Year Award" and	

	further initiatives are to take place in 2019/20 with a number of other haulage firms within the district.	
Replace solid fuel heating systems in council owned homes with Air Source Heat Pumps (ASHP).	As per the commentary provided in Q3 the total number of installations in the program had also been decreased to 305 to take in to account properties disposed of under the Right to Buy. The forecast number of completions in 2018/19 was also revised to reflect the agreement with the installation contractor to complete 6 units per week. This produced a revised forecast of 255 installations in 2018/19 of which 248 had been fully completed by the end of March. The remaining 57 are due to completed by the end of Q2 of 2019/2020.	
Work to enhance our partnership with the National Forest and celebrate our 10th anniversary of the Free Tree Scheme.	This task has now been completed. No further updates.	
Develop a recycling strategy that encourages more households to recycle using the kerbside collection service.	The Recycle More strategy has now been formally adopted by Cabinet with this going live 25 April 2019.	

Performance Indicators	Q4 Target	Q4 Actual	Status
Percentage of household waste recycled	47.00	47.09	
Kgs of household waste sent to landfill per household (Annual target 510)*	510	430	
Number of homes where Air Source Heat Pumps (ASHPs) installed (Annual target 305) (previous annual target 312 has been reduced under the Right to Buy Scheme)	72	58	

A household waste figure, which does not result in an increase in waste to landfill, is considered good performance. NWLDC's waste to landfill is the highest in Leicestershire and is attributed in part to high number of households still on solid fuel heating owing to the free coal subsidy in the

district (higher weight in ash waste). However, NWLDC recycles more waste per household than Melton BC, Charnwood, and Oadby & Wigston. NWLDC collects the second highest tonnage of total household waste behind Harborough DC.

3 FINANCE UPDATE

This section sets out the projected financial position of the Council for the quarter ending 31 March 2019. The Council set its General Fund Revenue Budget at £13,502,753 and the Housing Revenue Account budgeted surplus of £2,946,140 on 27 February 2018.

The outturn figures below are provisional and subject to change as we finalise the year end process.

General Fund – Summary of Net Expenditure	ORIGINAL BUDGET NET £ 000	FORECAST OUTTURN NET £ 000	FORECAST VARIANCE NET £ 000
AMOUNT TO BE MET FROM GOVERNMENT GRANT AND COUNCIL TAX (Budget Requirement).	13,503	14,027	524

Special Expenses – Summary of Net Expenditure	ORIGINAL BUDGET NET £ 000	FORECAST OUTTURN NET £ 000	FORECAST VARIANCE NET £ 000
AMOUNT TO BE MET FROM GOVERNMENT GRANT AND COUNCIL TAX (Budget Requirement).	527	532	5

HRA SUMMARY	ORIGINAL BUDGET NET £ 000	FORECAST OUTTURN NET £ 000	FORECAST VARIANCE NET £ 000
Net cost of service (Total rent income less total expenditure)	(2,946)	(4,897)	(1,951)

Capital Expenditure	General Fund £ 000	Special Expenses £	HRA £ 000	Total
Approved Budget for the Year	3,137	50	10,085	13,272
C/F from 2017/18	2,071	0	1,730	3,801
Approved projects in year	1,656	1	0	1,657
Slippage Identified in Year	(2562)	0	0	(2562)
Acceleration Identified in Year	154			154
Total budget for 2018/19	4,456	51	11,815	16,322
Provisional outturn for 2018/19	4,048	51	7,610	11,721
Variance	(408)	0	(4,205)	(4601)

Comments on General Fund Variances

- Significant Adverse Variances
 - Non-distributed retirement benefits +£98k
 - Revenue Contribution to Capital +78k
 - Leisure Centres +£246k

- Significant Favourable Variances
 - Salary savings (Director of Place, Planning and Legal Services) -£430k
 - Planning Income -£130k
 - Investment Income -£124k
 - Net Financing Costs -£56k
 - Rent allowances & rebates -£240k
 - Recycling Income -£56k
 - Phase 1 and 2 Restructure Savings -£148k
 - Business rates – additional income -£480k
 - Appeals – Planning -£60k

34

Comments on Special Expenses Variances

- None

Comments on HRA Variances

- £1.9m net increase in the contribution to HRA balance as a result of:
 - Salary, national insurance and pension savings of £656k, which are netted off by £433k spent on agency staff and employee advertising.
 - Savings on depreciation of £535k.
 - Surplus from the In-house Repairs Team of £385k being posted.
 - Reduced forecast expenditure on painting of £276k
 - Savings from releasing £231k of unused earmarked reserves.
 - Forecast underspend on gas and electricity of £129k.
 - Unbudgeted costs of £126k for ill health retirement.
 - Increased dwelling rent of £113k.

Comments on Capital Budget

- Additional Approved Schemes:
 - Car Park – Ashby Health Cultural Quarter -£87k
 - HPLC Ashby – Wall Improvements and Statute +£100k
 - Disabled Facilities Grant -£50k
 - Fleet Programme (net overspend agreed) +£10k
 - Marlborough Square +£1.23m
 - Castle Donington College – AWP resurfacing +£1k
 - Finance System Review (increase in schemed) +£50k
 - Finance System Review (virement to revenue) - £400k
 - User Screen Replacement virement to revenue) - £25k
 - HPLC – Car Park Resurfacing -£13k
 - Memorial Clock Tower +£40k
 - New Market Provision +£600k
 - Linden Way Depot – Welfare Facilities +£46k
 - Linden Way Depot – Workshop Extension -£46k
 - Council Offices – Fire Alarm and COTAG door entry system +£78k
 - Coalville Market -£11k
 - WIFI Schemes +£63K
 - Land Purchase +£75k

35

- Planned Slippage in 2018/19 carried forward to 2019/20
 - Finance System Review -£100k
 - Disabled Facilities Grants - £25k
 - District Car Parks – LED Lighting £25k
 - Linden Way depot – Welfare Facilities - £95k
 - Moira Furnace – Masonry & Drainage -£170k
 - Council Offices – Fire Alarm and COTAG -£105k
 - Council Offices – Lift Works -£30k
 - Memorial Clock Tower - £13k
 - Wellbeing Centre at HPLC -£399k
 - HPLC – Wall improvements and statute -£30k
 - Marlborough Square - £1.226m
 - New Market Provision -£280k
 - WIFI Scheme - £62k

- Acceleration brought forward from 201920 to 2018/19
 - Refuse Vehicles +£154k

- Variance (underspends/items not longer required)

- HPLC
 - Car Park – resurfacing –£2k
 - Linden Way Car Park Workshop Extension -£44k
 - Linden Way Car Park Extension -£200k
 - IDOX Platform -£30k
 - Access Road High Street Measham - £25k
 - Belvoir Shopping Centre – Main Service road maintenance -£10k
 - North Street Car Park improvements -£40k
 - HPLC – Replace learner pool boiler -£10k
 - HLC – replace hot water system - £18k
 - HLC – replace gym air con -£14k
 - Swannington Depot -£15k
- The HRA capital outturn is forecast to be £4.2m under budget, with movements being:
 - Re-profiling of £2.1m new build expenditure into future years.
 - Re-profiling of £2.0m home improvement and non-decency programme into future years.
 - Re-profiling of £0.4m for the new housing IT systems into 2019-20
 - The £0.3m budgeted contingency funding not being required.
 - Additional £1.0m expenditure due to the air source heat pump programme being accelerated.

4 MANAGEMENT OF ABSENCE

Quarter 1	Chief Exec	Community Services	Customer Services	Economic Regeneration	Finance	Housing & Property	HR&OD	Legal & Commercial Services	Planning & Infrastructure	All Directorates
Sickness days lost	0 long 0 short	538.28 long 114.85 short	164.07 long 39.3 short	0 long 16 short	0 long 10.14 short	25.31 long 58.52 short	0 long 4 short	57.5 long 32.41 short	0 long 19.25 short	786.17 long 294.37 short
Total days lost in quarter	0	653.13	203.37	16	10.14	83.83	4	89.91	19.25	1079.63
Number of FTE's	12.65	212.25	48.09	11.29	10.00	85.76	6.19	42.57	22.71	451.51
Ave no of days lost per FTE	0	3.08	4.23	1.42	1.01	0.98	0.65	2.11	0.85	2.39

57

Quarter 2	Chief Exec	Community Services	Customer Services	Economic Regeneration	Finance	Housing & Property	HR&OD	Legal & Commercial Services	Planning & Infrastructure	All Directorates
Sickness days lost	0 long 0 short	501.79 long 126.35 short	86.31 long 51.20 short	0 long 0 short	0 long 0 short	101.35 long 70.26 short	22 long 0 short	33 long 24 short	23 long 4.03 short	658.14 long 220.61 short
Total days lost in quarter	0	628.14	137.51	0	0	171.61	22	57	27.03	1043.29
Number of FTE's	13.99	212.34	48.09	11.29	10.00	85.76	6.19	42.56	22.71	451.59
Ave no of days lost per FTE	0	2.90	2.46	0	0	1.68	2.16	2.92	1.14	2.24

Quarter 3	Chief Exec	Community Services	Customer Services	Economic Regeneration	Finance	Housing & Property	HR&OD	Legal & Commercial Services	Planning & Infrastructure	All Directorates
Sickness days lost	0 long 8.6 short	368.34 long 165 short	60 long 58.55 short	10 long 7.75 short	10 long 25.62 short	209.72 long 106.07 short	0 long 8.8 short	40 long 10.95 short	63 long 26.08 short	761.06 long 417.42 short
Total days lost in quarter	8.6	533.34	118.55	17.75	35.62	315.79	8.8	50.95	89.08	1178.48
Number of FTE's	13.03	227.09	60.65	10.46	10.33	105.63	8.87	19.04	24.71	479.81
Ave no of days lost per FTE	0.66	2.35	1.95	1.70	3.45	2.99	0.99	2.68	3.60	2.46

8

Quarter 4	Chief Exec	Community Services	Customer Services	Economic Regeneration	Finance	Housing & Property	HR&OD	Legal & Commercial Services	Planning & Infrastructure	All Directorates
Sickness days lost	0 long 0 short	504.51 long 232.77 short	55 long 57.68 short	0 long 5.55 short	0 long 10.20 short	104.49 long 134.50 short	0 long 21.23 short	63 long 29.05 short	0 long 24.33 short	727.00 long 515.31 short
Total days lost in quarter	0	737.27	112.68	5.55	10.20	238.99	21.23	92.05	24.33	1242.31
Number of FTE's	13.31	223.19	60.24	10.53	11.00	110.43	9.42	20.10	23.93	482.16
Ave no of days lost per FTE	0.00	3.30	1.87	0.53	0.93	2.16	2.25	4.58	1.02	2.58

5 CUSTOMER SERVICE CALL CENTRE STATISTICS – QUARTER 4

	Jan 18/19	Jan 19/20	+/-	Feb 18/19	Feb 19/20	+/-	Mar 18/19	Mar 19/20	+/-	Total 18/19	Total 19/20	+/-
Received*	9006	7833	-1173	7386	7586	200	11255	10093	-1162	27647	25512	-2135
Answered	6577	6873	296	5721	6885	1164	7990	8935	945	20288	22693	2405
Answered in 30 secs	2697	4934	2237	2393	5450	3057	2666	6618	3952	7756	17002	9246
Answered in 60 secs	3039	5357	2318	2723	5798	3075	3095	7190	4095	8857	18345	9488
Abandoned**	2182	671	-1511	1523	409	-1114	3021	670	-2351	6726	1750	-4976
Rejected***	247	0	-247	0	0	0	232	0	-232	479	0	-479

There are 30 dual way phone lines council wide

69

- * Calls received are direct to the call centre and does not include council wide or other direct calls to individual extensions.
- ** Calls on the holding line in the queueing system where the caller has hung up
- *** Calls that are not able to access the holding line where the system has rejected the call due to no free lines

We have seen a clear reduction in the number of phone calls relating to benefits over the year, resulting in an overall reduction of 29%. We are assuming this change in demand is associated with the introduction of Universal Credit to the district.

In addition, this has helped us to improve our call response rate to other service enquiries as well as the mid-year adjustment to focus on the experience for customers regarding waiting times, hence the call handling time being replaced.

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APPENDIX A

INTERVENTIONS USED TO ACHIEVE PERFORMANCE TARGETS

Reference No.		Description	Building confidence in Coalville – shop front grants (businesses engaged)														
Lead Officer		Barrie Walford	Date Plan Completed	02.05.19													
Performance Out-turn		2018/19					2019/20					2020/21					
		Q1	Q2	Q3	Q4	Full Year	Q1	Q2	Q3	Q4	Full Year	Q1	Q2	Q3	Q4	Full Year	
Overall Measure	Target	10	10	10	10												
	Actual	8	0	0	0												
Explanation of Current Performance	<p>Zero companies against a target of 10 have been engaged in Q4 in relation to shop front grants. This is because the scheme has not been actively promoted to enable a review of processes to take place.</p> <p>The lead project officer in consultation with the Business Focus Manger, the Head of Economic Development and the Director of Place agreed to pause the delivery of the Coalville Shopfronts programme to allow for a mid-point review to be completed.</p> <p>The review highlighted a number of recommendations to improve the efficiency in managing, administering and delivering the scheme.</p> <p>Project officers prepared a paper to strategy group to present the mid-point review and seek approval to amend the scheme.</p> <p>The Coalville frontages scheme will be reopened to applications in June 2019.</p>																
Interventions in the last 3 months and evaluation of impact	Scheme halted to enable review.																

INTERVENTION PLAN TO ACHIEVE PERFORMANCE TARGETS

	Key Interventions in Place to Achieve Performance	By When	By Who	Resource Implications	Most Significant Risk to Achievement of Intervention	Contingency Intervention for Most Significant Risk	Monitoring Process	Outcomes expected from intervention
1	Complete changes to scheme processes	Dec. '18	Business Focus	Internal staff resource	Lack of staff resource	Prioritise work	Business Focus work plan updates to Head of Service	Scheme improved to reflect findings of mid-point evaluation
42								
2	Relaunch scheme	June. '19	Business Focus	Internal staff resource	Strategy Group approval	Consult members before finalising scheme	Member approval followed by quarterly reports	Scheme relaunched in 2019 and eligible shop fronts improved

APPENDIX B

INTERVENTIONS USED TO ACHIEVE PERFORMANCE TARGETS

Reference No.		Description	Building confidence in Coalville – shop front grants (number of grant awards)														
Lead Officer		Barrie Walford	Date Plan Completed	02.05.19													
Performance Out-turn		2018/19					2019/20					2020/21					
		Q1	Q2	Q3	Q4	Full Year	Q1	Q2	Q3	Q4	Full Year	Q1	Q2	Q3	Q4	Full Year	
Overall Measure	Target	2	2	2	2												
	Actual	0	1	2	0												
Explanation of Current Performance	<p>No grants have been awarded in Q4. This is because the scheme has not been actively promoted to enable a review of processes to take place.</p> <p>The lead project officer in consultation with the Business Focus Manger, the Head of Economic Development and the Director of Place agreed to pause the delivery of the Coalville Shopfronts programme to allow for a mid-point review to be completed.</p> <p>The review highlighted a number of recommendations to improve the efficiency in managing, administering and delivering the scheme.</p> <p>Project officers prepared a paper to strategy group to present the mid-point review and seek approval to amend the scheme.</p> <p>The Coalville frontages scheme will be reopened to applications in June 2019.</p>																
Interventions in the last 3 months and evaluation of impact	Scheme halted to enable review.																

INTERVENTION PLAN TO ACHIEVE PERFORMANCE TARGETS

	Key Interventions in Place to Achieve Performance	By When	By Who	Resource Implications	Most Significant Risk to Achievement of Intervention	Contingency Intervention for Most Significant Risk	Monitoring Process	Outcomes expected from intervention
1	Complete changes to scheme processes	Dec. '18	Business Focus	Internal staff resource	Lack of staff resource	Prioritise work	Business Focus work plan updates to Head of Service	Scheme improved to reflect findings of mid-point evaluation
2	Relaunch scheme	June. '19	Business Focus	Internal staff resource	Strategy Group approval	Consult members before finalising scheme	Member approval followed by quarterly reports	Scheme relaunched in 2019 and eligible shop fronts improved

APPENDIX 1

Corporate Risk Register													
Ref No.	Risk Description	Consequence	Cause	Inherent Risk			Responsibility of	Responsible to	Control Measures	Residual Risk			Movement of Risk
				Impact	Likelihood	Rating				Impact	Likelihood	Rating	
1	SOCIAL/ POLITICAL/ LEGAL Death / serious harm to a vulnerable person receiving a council service	A serious case review arising from death/serious harm to a vulnerable person. Reputational damage to council. Loss of confidence in ability of council to deliver services.	Lack of response to a safeguarding report. Service failure.	4	4	16	Community Safety Manager	Head of Communities	The organisation has the following structures in place; An identified Corporate Lead (Head of Service) with a Portfolio Holder lead An identified Team responsible for Safeguarding (Safer & Stronger) with responsibility embedded into Team Leader role and an officer (Child & Adults at risk Officer) An agreed Safeguarding Policy refreshed as required with delegation to Director of Housing and Customer Services for updates An identified group of Designated Safeguarding Officers (DSO's) in most service areas A programme of regular DSO meetings which consider training, best practice and case issues An annual training programme to ensure new DSO's are well informed and trained A quarterly senior management review of all cases to check progress/close cases A quarterly briefing with the Chief Executive, a 6 monthly report to CLT and an annual report to Cabinet Annual report reviews previous year and endorses an action plan for the year ahead.	4	2	8	Stable
2	FINANCIAL/ COMMERCIAL/ REPUTATIONAL Mismanagement of council	Central Government intervention/special measures. Adverse publicity. Possible litigation. Withdrawal of services.	Mis-interpreting of or not responding appropriately to a change in fiscal policy.	4	4	16	Head of Finance	Strategic Director of Housing and Customer	Monthly management reviews monitor actual spend against budgets and forecast to the end of the year.	4	1	4	Stable

	finances		Poor budget planning / management. Internal financial systems and regulations not being properly applied.					Services	Monthly reporting and challenging at CLT, and reported to Cabinet quarterly Sound policies and procedures are in place. Financial planning processes have been documented and are reviewed regularly. Internal and External audit of systems and accounts. Membership of CIPFA and engagement of Arling Close gives access to specialist advice, analysis and expertise.				
3	REPUTAIONAL/ LEGAL COMMERCIAL Insufficient resources due to unplanned / unforeseen absences / vacancies	Council unable to perform its statutory duties. Use of external resources at significantly higher cost.	Failure to horizon scan and interpret future needs in Inability to recruit to vacancies / retain staff.	4	2	8	Head of HR and OD	Chief Executive	Advance planning will mitigate this risk; Ability to divert resources from other services, bringing in additional resources from other sources (e.g. Agencies, Consultants, Voluntary/ Community sector etc.) would be activated. Market conditions are tested through recruitment processes. The Council can offer a package of additional benefits to enhance the recruitment offer. The Council has developed innovative partnering relationships with other sectors including the private sector to make posts uniquely attractive. Best Employee Experience is a programme to attract and develop the right skills, and promoting existing staff talent through secondments and tailored development programmes. Apprenticeships allow the Council to 'grow our own'.	3	2	6	Stable
4	LEGAL / FINANCIAL Contracts are not properly procured and managed	Council liable to incur additional costs, contract overrun, litigation and potential health & safety issues as well as service disruptions.	Failure to monitor contractors appropriately. Legal and procurement teams not consulted when contractors are engaged.	3	4	12	Finance Team Manager. All Team Managers.	All Heads of Service	Corporate procurement officer and legal team to support where necessary on contract management. Policies and procedures are in place. Reserve contractor in place where appropriate.	3	2	6	Stable

			Loss of key staff or supplier. Procurement procedures are not followed.						A Senior Procurement Officer oversees a procurement planning process. Training programme in place for staff.				
5	LEGAL / TECHNOLOGICAL Loss or unlawful use of personal data constituting breach of data protection legislation	Monetary penalties from ICO, adverse publicity, private litigation and personal criminal liability of officers.	Systems not in place to protect sensitive data. Staff are not properly trained in managing information, and do not follow internal procedures.	3	3	9	Legal Services Team Manager	Head of Legal & Support Services	Policies and procedures are in place although not yet rolled out and fully embedded. Corporate Governance training is undertaken annually and includes information governance as appropriate to reflect changes in legislation. The Council has a dedicated SIRO. Corporate Governance Groups are in place to scrutinise impacts/issues arising.	3	2	6	Stable
6	LEGAL / REPUTATIONAL / COMMERCIAL Failure to respond to an emergency in an appropriate manner	General public at risk of harm or unable to access relevant services (e.g. emergency accommodation or rest centre). Adverse publicity. "Business as usual" not possible without appropriate business continuity plan in place. Breakdown in relationship with other responders.	Lack of planning, training and exercising of Emergency plans Inadequate Corporate Business Continuity Management. Lack of procedural understanding	4	3	12	Head of Human Resources and Organisation Development	Chief Executive	Business continuity plans have been documented, policies and procedures are in place. The LRF partnership arrangement with all Leicestershire and Rutland authorities provide resilience during civil emergency situations. Business Continuity exercises show the readiness of the Council to deal with emergencies. System of ICO / FLM duty rotas is in place.	4	1	4	Stable
7	LEGAL/ TECHNOLOGICAL/ COMMERCIAL Infiltration of ICT systems	"Business as usual" would not be possible. Cost of repelling cyber threat and enhancing security features.	Systems not in place or kept current to deflect any foreseeable cyber attack. Limited staff awareness of possible threats.	4	4	16	ICT Manager	Head of Customer Services	Fully resilient environment in place with no single points of failure for core systems, other critical systems use cold standby equipment. New business services are run in remote fully resilient data centres and existing systems are being progressively migrated to these cloud computing centres.	3	2	6	Increasing

									Improved business recovery arrangements have been implemented to minimise recovery time. Accreditation to Cyber Essentials Plus and the Public Services Network.				
8	COMMERCIAL / POLITICAL / FINANCIAL Projects are poorly managed	Failure of proposed projects could result in failure to achieve overall objectives. Inefficient use / waste of resources.	Failure to implement project management techniques. Poor corporate oversight of projects. Inadequate controls on expenditure and poor budget monitoring. Inadequate monitoring of external contracts. Inadequate or poorly performing Project Management Office function.	3	4	12	Head of Human Resources and Organisation Development	Chief Executive	Properly convened project teams with PID and project plan in place, including project risk registers. Progress on corporate projects scrutinised by CLT. Implementation of contract management framework for outsourced services. Scrutiny of quarterly monitoring reports on capital expenditure. Use of external resources to be used to support the Coalville and Leisure projects.	3	3	9	Stable
9	LEGAL / POLITICAL / REPUTATIONAL Council makes ultra vires (beyond the council's powers and functions) decisions	Potential litigation against the Council, resulting in increased costs / compensation. Reputational damage.	Staff / Members proceeding outwith established governance arrangements. Failure to consult with Legal / Monitoring Officer. Lack of understanding of the implications of dealing with a particular matter.	4	3	12	Legal Services Team Manager	Head of Legal & Support Services	Policies & procedures in place, governance processes are documented and in operation, ongoing assessments and reviews are performed. Completion of the Annual Governance statement.	4	1	4	Stable
10	FINANCIAL / LEGAL / REPUTATIONAL Council is subject to fraud, corruption or theft	Financial, reputational and political damage to Council.	Lack of checks and balances within financial regulations. Poor budget / contract management. Poor monitoring of / adherence to financial systems	4	3	12	Head of Finance. All Team Managers & Heads of Service.	Directors	A policy framework that includes Anti-Fraud and Corruption Policy, Confidential Reporting (Whistleblowing) Policy and Anti-Money Laundering Policy. The Internal Audit annual planning process takes into account high risk areas, which considers fraud risks. Fraud risks are considered as part of specific audits with testing designed to detect fraud where possible. The Council is also subject to External Audit. Internal control and governance arrangements such as segregation of duties, schemes of delegation, bank reconciliations of fund movements, and verification processes.	3	2	6	Stable

									Information on how to report fraud is on the website including relevant links. Participation in National Fraud Initiative (mandatory) and Leicestershire Fraud Intelligence Hub (voluntary). Leicestershire Revenues and Benefits Partnership have two trained officers working solely on Council Tax Reduction Scheme Fraud and act as Single Point of Contact for DWP referrals.				
11	FINANCIAL / COMMERCIAL / ECONOMIC The Council is subject to a reduction in income	Services are unable to be delivered. Potential staff redundancies. Funding of external groups is withdrawn. Potential breach of statutory duties.	Reduction in government grant. Changes to the local authority financial settlement. Economic downturn / recession. Commercial opportunities not progressed. Changing rent policies.	3	4	12	Head of Finance. All Heads of Service.	Directors. Chief Executive.	Medium Term Financial Strategy in place, including Self Sufficiency initiative. Economic Development Team promotes business offer. Participation in Business Rates Pilots. Accessing external funding where appropriate. Income collection procedures in Revs & Bens Service and Housing.	3	3	9	Increasing
12	POLITICAL / ORGANISATIONAL The Council is affected by Local Government Reorganisation	a) Change to Local Government structure in Leicestershire/East Midlands, including potential merger of district councils/county council could lead to: - Change in location for service delivery/staff - Reduction of control over local matters - Change in financial situation - Staff redundancies - Alternative political structure and governance arrangements - Changes in services to be provided and organisation culture - Deterioration in staff morale and negative effect on staff recruitment and retention - Ineffective engagement with staff, Members and residents in considering, and responding to, proposals. - Diversion of senior staff resources to respond to proposals.	Political direction to consolidate local government tiers to potentially seek greater efficiency and co-ordination	4	3	12	Chief Executive and Head of Legal and Support Services.	Chief Executive	Active engagement with political leaders and Chief Executives across the County so NWL's needs are taken into account in the proposals. Open and transparent communication of NWL position to all stakeholders. Senior management and politicians stay close to project and monitor progress. Internal and external communication plans in place, including for key decision points. External resources to be utilised in assessing any proposals.	3	2	6	Decreasing

13	POLITICAL / ORGANISATIONAL The Council is affected by the UK's departure from the EU, including a potential 'no deal' Brexit	The UK's departure from the EU, including an inability to agree the terms of the exit by 31 October 2019 could lead to: - increase in checks on goods by Environmental Officers at East Midlands Airport meaning increase in resources / costs. - uncertainty and subsequent regime around tariffs, access to markets, migrant labour and transport of goods in / out of EU could impact on businesses in district / region leading to decline in business rates and employment levels. - potential need for increased storage facilities at entry / exit points and associated increases in freight traffic, putting pressure on local infrastructure - potential withdrawal of access to EU wide IT systems (e.g. relating to imported foodstuffs) -diversion of staff resources into contingency planning.	UK departure from EU, including inability of the EU and UK govt to agree terms by 31 October 2019 of the UK's exit.	4	3	12	Chief Executive and Head of Economic Regeneration	Director of Place / Chief Executive	Engage with National Local Authority steering groups for border control at strategic & operational levels. Implement communication strategy for local businesses so technical notices are shared, with appropriate signposting. Work with LLEP and Chamber of Commerce to provide business advice and support to address changes to legislation & certification. Monitor political developments on EU withdrawal closely. Establish contingency plans after scenario based assessment of resources required for increase in checks and controls, & access to alternative IT systems. Conduct localised assessment of potential impact around East Midlands Airport. Participate in Multi-agency Leicestershire Resilience Forum framework with risk assessment	3	3	9	Stable
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Assessing the likelihood of a risk:

1 Low	Likely to occur once in every ten years or more
2 Medium	Likely to occur once in every two to three years
3 High	Likely to occur once a year
4 Very high	Likely to occur at least twice in a year

Assessing the impact of a risk:

1 Low	Loss of a service for up to one day, Objectives of individuals are not met No injuries Financial loss below £10,000 No media attention No breaches in council working practices No complaints / litigation
2 Medium	Loss of a service for up to one week with limited impact on the general public Service objectives of a service unit are not met Injury to an employee or member of the public requiring medical treatment Financial loss over £10,000 Adverse regional or local media attention – televised or newspaper report Potential for a complaint litigation possible Breaches of regulations / standards

<p>3 High</p>	<p>Loss of a critical service for one week or more with significant impact on the public and partner organisations Service objectives of the directorate of a critical nature are not met Non- statutory duties are not achieved Permanent injury to an employee or member of the public Financial loss over £100,000 Adverse national or regional media attention – national newspaper report Litigation to be expected Breaches of law punishable by fine</p>
<p>4 Very high</p>	<p>An incident so severe in its effects that a critical service or project will be unavailable permanently Strategic priorities of a critical nature are not met Statutory duties are not achieved Death of an employee or member of the public Financial loss over £1m. Adverse national media attention – national televised news report Litigation almost certain and difficult to defend Breaches of law punishable by imprisonment</p>

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POLICY DEVELOPMENT GROUP – WORK PROGRAMME (as at 04/06/19)

Date of Meeting	Item	Lead Officer	Witnesses	Agenda Item Duration
12 June 2019	Workforce and Agency Costs - Annual Update	Mike Murphy, Head of Human Resources and Organisational Development		20 minutes
12 June 2019	2018/19 Quarter 4 Performance Report	Mike Murphy, Head of Human Resources and Organisational Development		35 minutes
4 September 2019	Annual Scrutiny Report	Glyn Jones, Strategic Director of Housing and Customer Services		15 Minutes
4 September 2019	2019/20 Q1 Performance Report	Mike Murphy, Head of Human Resources and Organisational Development		
11 December 2019	2019/20 Q2 Performance Report	Mike Murphy, Head of Human Resources and Organisational Development		
8 January 2020	Treasury Management Strategy Statement 2020/21 to 2022/23	Tracy Bingham, Head of Finance		15 Minutes
8 January 2020	2020/21 Capital Strategy	Tracy Bingham, Head of Finance		15 Minutes
8 January 2020	2020/21 - 2024/25 Draft Capital Programmes	Tracy Bingham, Head of Finance		15 Minutes
8 January 2020	2020 - 2025 Medium Term Financial Strategy	Tracy Bingham, Head of Finance		15 Minutes

Date of Meeting	Item	Lead Officer	Witnesses	Agenda Item Duration
8 January 2020	2020/21 Housing Revenue Account (HRA) Budget Proposals	Tracy Bingham, Head of Finance		
8 January 2020	Draft 2020/21 General Fund and Special Expenses Revenue Budgets	Tracy Bingham, Head of Finance		15 minutes
11 March 2020	2019/20 Q3 Performance Report	Mike Murphy, Head of Human Resources and Organisational Development		
10 June 2020	2019/20 Q4 Performance Report	Mike Murphy, Head of Human Resources and Organisational Development		

Notice of Executive Key Decisions

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

The date of publication of this notice is Friday, 14 June 2019. The Deadline for making any representations as to why items marked as private should be considered in public by **Cabinet on 16 July 2019 is 5pm Friday, 5 July 2019.**

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 A Woodman	-	Community Services
Councillor R Ashman	-	Deputy Leader and Planning & Infrastructure	Councillor N J Rushton	-	Corporate
Councillor T Gillard	-	Business and Regeneration	Councillor R D Bayliss	-	Housing, Property & Customer Services

Confidential Items and Private Meetings of the Executive

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

Access to Agenda and Related Documents

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

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

Executive Decisions

Decision	Decision Maker	Status of Decision	Public or Private (and reason – where private)	Date of Decision	Contacts	Documents to be submitted to the Decision Maker
June 2019						
Minutes of The Coalville Special Expenses Working Party	Cabinet	Non-Key	Public	18 June 2019	<p>Councillor Andrew Woodman Tel: 07932 758555 andrew.woodman@nwleicestershire.gov.uk</p> <p>Head of Economic Regeneration Tel: 01530 454752 mark.fiander@nwleicestershire.gov.uk</p>	Minutes of the meeting of the Coalville Special Expenses Working Party on 9 April 2019. Minutes of The Coalville Special Expenses Working Party
2018/19 Provisional Outturn	Cabinet	Key	Public	18 June 2019	<p>Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk</p> <p>Head of Finance Tel: 01530 454707 tracy.bingham@nwleicestershire.gov.uk</p>	2018/19 Provisional Outturn
Telephony and Contact Center Replacement	Cabinet	Key	Public	18 June 2019	<p>Councillor Roger Bayliss Tel: 01530 411055 roger.bayliss@nwleicestershire.gov.uk</p> <p>Head of Customer Services Tel: 01530 454753 tom.shardlow@nwleicestershire.gov.uk</p>	In Progress Telephony and Contact Center Replacement

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
Food Safety Service Delivery Plan 2019/2020	Cabinet	Key	Public	18 June 2019	Councillor Andrew Woodman Tel: 07932 758555 andrew.woodman@nwleicestershire.gov.uk Head of Community Services Tel: 01530 454832 paul.sanders@nwleicestershire.gov.uk	Report Service Delivery Plan (Appendix 1) Food Safety Service Delivery Plan 2019/2020
BUSINESS RATE PILOT PROJECTS - FINANCIAL SUSTAINABILITY AND INFRASTRUCTURE	Cabinet	Key	Public	18 June 2019	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Head of Finance Tel: 01530 454707 tracy.bingham@nwleicestershire.gov.uk	BUSINESS RATE PILOT PROJECTS - FINANCIAL SUSTAINABILITY AND INFRASTRUCTURE
Leicestershire Partnership Revenues and Benefits Joint Committee - Appointment of Members	Cabinet	Non-Key	Public	18 June 2019	Councillor Roger Bayliss Tel: 01530 411055 roger.bayliss@nwleicestershire.gov.uk Head of Customer Services Tel: 01530 454753 tom.shardlow@nwleicestershire.gov.uk	Report Leicestershire Partnership Revenues and Benefits Joint Committee - Appointment of Members
Former Tenant Rent Arrears, Current Tenant Rent Arrears, Council Tax, Non Domestic Rates and Sundry Debtor Write Offs	Cabinet	Key	Public	18 June 2019	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Head of Finance Tel: 01530 454707 tracy.bingham@nwleicestershire.gov.uk	Report Former Tenant Rent Arrears, Current Tenant Rent Arrears, Council Tax, Non Domestic Rates and Sundry Debtor Write Offs

Decision	Decision Maker	Status of Decision	Public or Private (and reason – where private)	Date of Decision	Contacts	Documents to be submitted to the Decision Maker
Treasury Management Stewardship Report 2018/19	Cabinet	Key	Public	18 June 2019	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Head of Finance Tel: 01530 454707 tracy.bingham@nwleicestershire.gov.uk	Report Treasury Management Stewardship Report 2018/19
Disposal of Property - Confirmation of urgent action	Cabinet	Non-Key	Public	18 June 2019	Councillor Roger Bayliss Tel: 01530 411055 roger.bayliss@nwleicestershire.gov.uk Head of Housing and Property Tel: 01530 454780 chris.lambert@nwleicestershire.gov.uk	Report Disposal of Property - Confirmation of urgent action
Shop fronts and advertisements SPD: Adoption	Cabinet	Key	Public	18 June 2019	Councillor Robert Ashman Tel: 01283 561700 robert.ashman@nwleicestershire.gov.uk Interim Head of Planning and Infrastructure Tel: 01530 454668 chris.elston@nwleicestershire.gov.uk	Appendix of traditional shop front details Consultation responses Shop fronts and advertisements SPD (revised) Shop fronts and advertisements SPD: Adoption

Decision	Decision Maker	Status of Decision	Public or Private (and reason – where private)	Date of Decision	Contacts	Documents to be submitted to the Decision Maker
LAND OPTIONS IN COALVILLE	Cabinet	Key	Private Information which is likely to reveal the identity of an individual. Contains exempt information under paragraph 3 as it relates to financial and business affairs of the Council and individuals	Between 31 May 2019 and 18 June 2019	Councillor Richard Blunt Tel: 01530 454510 richard.blunt@nwleicestershire.gov.uk Head of Economic Regeneration Tel: 01530 454752 mark.fiander@nwleicestershire.gov.uk	LAND OPTIONS IN COALVILLE
July 2019						
Review of Medium Term Financial Strategy	Cabinet	Key	Public	16 July 2019	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Head of Finance Tel: 01530 454707 tracy.bingham@nwleicestershire.gov.uk	Review of Medium Term Financial Strategy
2019 Air Quality Annual Status	Cabinet	Key	Public	16 July 2019	Councillor Andrew Woodman Tel: 07932 758555 andrew.woodman@nwleicestershire.gov.uk Head of Community Services Tel: 01530 454832 paul.sanders@nwleicestershire.gov.uk	Report 2019 Air Quality Annual Status

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
2018/19 Quarter 4 Performance Management Report	Cabinet	Key	Public	16 July 2019	Councillor Robert Ashman Tel: 01283 561700 robert.ashman@nwleicestershire.gov.uk Head of Human Resources and Organisational Development Tel: 01530 454518 mike.murphy@nwleicestershire.gov.uk	Report 2018/19 Quarter 4 Performance Management Report
Minutes of the Coalville Special Expenses Working Party	Cabinet	Key	Public	16 July 2019	Councillor Andrew Woodman Tel: 07932 758555 andrew.woodman@nwleicestershire.gov.uk Head of Economic Regeneration, Head of Community Services Tel: 01530 454752, Tel: 01530 454832 mark.fiander@nwleicestershire.gov.uk, paul.sanders@nwleicestershire.gov.uk	Report and Minutes of meeting Minutes of the Coalville Special Expenses Working Party
Authority to procure recurrent works contracts for Housing Stock	Cabinet	Key	Part Private Information relating to the financial or business affairs of any particular person (including the authority holding that information) The appendix will contain confidential financial information.	16 July 2019	Councillor Roger Bayliss Tel: 01530 411055 roger.bayliss@nwleicestershire.gov.uk Head of Housing and Property Tel: 01530 454780 chris.lambert@nwleicestershire.gov.uk	Report Authority to procure recurrent works contracts for Housing Stock

August 2019

There are no meetings scheduled.

Decision	Decision Maker	Status of Decision	Public or Private (and reason – where private)	Date of Decision	Contacts	Documents to be submitted to the Decision Maker
September 2019						
REVIEW OF DISCRETIONARY RATE RELIEF POLICY AND GUIDELINES	Cabinet	Key	Public	24 September 2019	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Head of Finance Tel: 01530 454707 tracy.bingham@nwleicestershire.gov.uk	REVIEW OF DISCRETIONARY RATE RELIEF POLICY AND GUIDELINES
Coalville Frontages - Local Development Order	Cabinet	Non-Key	Public	24 September 2019	Councillor Tony Gillard Tel: 01530 452930 tony.gillard@nwleicestershire.gov.uk Head of Economic Regeneration Tel: 01530 454752 mark.fiander@nwleicestershire.gov.uk	Coalville Frontages - Local Development Order
List of local heritage assets: List of recreational buildings	Cabinet	Key	Public	24 September 2019	Councillor Robert Ashman Tel: 01283 561700 robert.ashman@nwleicestershire.gov.uk Interim Head of Planning and Infrastructure Tel: 01530 454668 chris.elston@nwleicestershire.gov.uk	Consultation responses List of recreational buildings List of local heritage assets: List of recreational buildings

Decision	Decision Maker	Status of Decision	Public or Private (and reason – where private)	Date of Decision	Contacts	Documents to be submitted to the Decision Maker
Former Tenant Rent Arrears, Current Tenant Rent Arrears, Council Tax, Non Domestic Rates and Sundry Debtor Write Offs	Cabinet	Key	Public	24 September 2019	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Head of Finance Tel: 01530 454707 tracy.bingham@nwleicestershire.gov.uk	Report Former Tenant Rent Arrears, Current Tenant Rent Arrears, Council Tax, Non Domestic Rates and Sundry Debtor Write Offs
October 2019						
There are no meetings scheduled						
November 2019						
Minutes of the Coalville Special Expenses Working Party	Cabinet	Key	Public	12 November 2019	Councillor Andrew Woodman Tel: 07932 758555 andrew.woodman@nwleicestershire.gov.uk Head of Economic Regeneration, Head of Community Services Tel: 01530 454752, Tel: 01530 454832 mark.fiander@nwleicestershire.gov.uk, paul.sanders@nwleicestershire.gov.uk	Report and Minutes of Meeting Minutes of the Coalville Special Expenses Working Party
December 2019						

Decision	Decision Maker	Status of Decision	Public or Private (and reason – where private)	Date of Decision	Contacts	Documents to be submitted to the Decision Maker
Former Tenant Rent Arrears, Current Tenant Rent Arrears, Council Tax, Non Domestic Rates and Sundry Debtor Write Offs	Cabinet	Key	Public	10 December 2019	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Head of Finance Tel: 01530 454707 tracy.bingham@nwleicestershire.gov.uk	Report Former Tenant Rent Arrears, Current Tenant Rent Arrears, Council Tax, Non Domestic Rates and Sundry Debtor Write Offs
January 2020						
Minutes of the Coalville Special Expenses Working Party	Cabinet	Key	Public	14 January 2020	Councillor Andrew Woodman Tel: 07932 758555 andrew.woodman@nwleicestershire.gov.uk Head of Economic Regeneration, Head of Community Services Tel: 01530 454752, Tel: 01530 454832 mark.fiander@nwleicestershire.gov.uk, paul.sanders@nwleicestershire.gov.uk	Report and Minutes of the meeting Minutes of the Coalville Special Expenses Working Party
February 2020						
There are no items for this meeting						
3 March 2020						

Decision	Decision Maker	Status of Decision	Public or Private (and reason – where private)	Date of Decision	Contacts	Documents to be submitted to the Decision Maker
Former Tenant Rent Arrears, Current Tenant Rent Arrears, Council Tax, Non Domestic Rates and Sundry Debtor Write Offs	Cabinet	Key	Public	3 March 2020	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Head of Finance Tel: 01530 454707 tracy.bingham@nwleicestershire.gov.uk	Report Former Tenant Rent Arrears, Current Tenant Rent Arrears, Council Tax, Non Domestic Rates and Sundry Debtor Write Offs
31 March 2020						
There are no items for this meeting						
April 2020						
There are no items for this meeting						
May 2020						
There are no meetings scheduled.						
June 2020						

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	Key	Public	9 June 2020	Councillor Andrew Woodman Tel: 07932 758555 andrew.woodman@nwleicestershire.gov.uk Head of Economic Regeneration, Head of Community Services Tel: 01530 454752, Tel: 01530 454832 mark.fiander@nwleicestershire.gov.uk, paul.sanders@nwleicestershire.gov.uk	Report and Minutes of the meeting Minutes of the Coalville Special Expenses Working Party

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