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Meeting	CORPORATE SCRUTINY COMMITTEE
Time/Day/Date	6.30 pm on Wednesday, 10 June 2020
Location	Remote Meeting using Microsoft Teams
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. MINUTES	
To approve and sign the minutes of the meeting held on	3 - 6
5. COVID-19 RECOVERY	
Report of the Chief Executive	7 - 14
6. COVID-19 FINANCIAL IMPACT	
Report of the Head of Finance	15 - 24
7. 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.	25 - 36

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 M B Wyatt
Councillor D E J Tebbutt
Councillor N J Rushton (Portfolio Holder)

MINUTES of a meeting of the CORPORATE SCRUTINY COMMITTEE held in the Council Chamber, Council Offices, Coalville on WEDNESDAY, 11 MARCH 2020

Present: Councillor R Boam (Chairman)

Councillors J Hoult, E G C Allman, A J Bridgen, V Richichi, S Sheahan, M B Wyatt and D Bigby (Substitute for Councillor R Johnson)

Portfolio Holders: Councillors R Ashman and R D Bayliss

Officers: Mr A Barton, Mrs M Long, Mr T Shardlow, K Spiers and Mrs R Wallace

37. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors R Johnson and N Smith.

38. DECLARATION OF INTERESTS

Councillor S Sheahan declared a non-pecuniary interest in Item 7 – 2019/20 Q3 Performance Report as the report referred to HS2. Councillor S Sheahan would leave the meeting if any discussion took place on the topic.

Councillor M B Wyatt declared a non-pecuniary interest in item 7 – 2019/20 Q3 Performance report as the report referred to the regeneration of Coalville and he was a local business owner in Coalville Town Centre.

39. PUBLIC QUESTION AND ANSWER SESSION

There were no public questions.

40. MINUTES

Consideration was given to the minutes of the meeting held on 8 January 2020.

It was moved by Councillor A Bridgen, seconded by Councillor J Hoult and

RESOLVED THAT:

The minutes of the meeting held on 8 January 2020 be approved and signed as a correct record by the Chairman.

41. MEMBER DEVELOPMENT ANNUAL UPDATE

The Democratic Services Team Manager presented the report to Members, highlighting the training opportunities currently available and the statistical data around attendance rates during 2019/20.

Councillor S Sheahan was disappointed to see the low level of take up for training. He felt that there was a role for the group whips to encourage attendance at training sessions.

A discussion was had regarding the most appropriate time to hold training sessions, the outcome of which was that the preference was for evening sessions after 5.30pm to enable councillors that worked to attend. It was also felt that availability should be sought before training was scheduled.

In response to a question from Councillor D Bigby, the Democratic Services Team Manager confirmed that there was a budget available for member training.

Councillor S Sheahan felt that it was important to engage members when putting together a training session to ensure it was what they wanted at a time that suited. He felt that training sessions should be more enticing and in an enjoyable format. He also suggested that certification be introduced, possibly jointly with other local councils, where credits could be earned.

It was moved by Councillor A Bridgen, seconded by Councillor J Hoult and

RESOLVED THAT:

The report be noted.

42. CUSTOMER SERVICES PERFORMANCE AND PROGRESS

A presentation was given by the Head of Customer Services, Corporate Property and Assets updating Members on the performance and progress of the Customer Services Team.

Councillor M B Wyatt questioned whether it was possible to make links with other organisations, particularly the County Council, to allow customers to report issues once to the District Council and then the matter be referred on. In his experience, customers who made contact to report an issue that was not the Council's responsibility was unlikely to make a further call to report it to the correct organisation. The Head of Customer Services, Corporate Property and Assets explained that this was something that had been discussed in the past with his County Council equivalent and he was happy to open discussions again to see what was possible for the future.

At the request of Councillor A Bridgen, the Head of Customer Services, Corporate Property and Assets agreed to provide information on the percentage of customers that currently completed a satisfaction survey once they had made contact with the Council.

In response to a question from Councillor V Richichi, it was confirmed that customer satisfaction was measured and was consistently good. However, it was acknowledged that improvements could be made in the way the data was collected and work was underway to move to digital data collection to encourage an honest response. It was also confirmed that customer satisfaction in relation to housing repairs was measured and issues were followed up by officers.

At the request of Councillor S Sheahan, it was explained how the new telephony system would work and that overall would be more efficient with the ability to measure the quality of service. In addition, it would allow officers to use telephony wherever they were, therefore allowing for a more agile way of working.

In response to a question from Councillor S Sheahan in relation to the plans for the redesign of the buildings reception area, the Head of Customer Services, Corporate Property and Assets reported that the environment for the reception area was not fit for purpose and changes would be considered. He added that the council building was being looked at as a whole as part of the accommodation review and this would be considered by the newly established cross party working group to help give the project some direction.

Councillor E Allman commented on the high number of calls customer services officers were dealing with daily and acknowledged the busier times throughout the year. He

asked how the service coped at peak times and whether leave was restricted during these times. The Head of Customer Services, Corporate Property and Assets explained that arrangements were in place to stagger the distribution of letters that resulted in more calls, for example, council tax letters to all households. He confirmed that leave was restricted during peak times but there would also be less training so that more officers were able to concentrate on taking calls. He added that agency staff were not usually used, as it did not generally provide the best quality of service.

It was moved by Councillor E Allman, seconded by Councillor V Richichi and

RESOLVED THAT:

The report be noted.

43. 2019/20 Q3 PERFORMANCE REPORT

The report was presented by Head of Human Resources and Organisation Development.

In response to a question in relation to agency staff from Councillor S Sheahan, it was clarified that agency costs were still within budget but were unfortunately over the target. It was explained that a number of service areas had struggled to recruit to permanent posts, specifically in Housing Maintenance and Refuse. In terms of Housing Maintenance, most of the work had been brought in house and agency staff would only be used in the short term whilst assessments were being undertaken on workloads. Councillor S Sheahan felt that a plan was necessary to reduce the use of agency staff, as it seemed that they were currently employed on a reactive basis. The Strategic Director assured Members that plans were already moving forward.

Councillor D Bigby commented that the time between reporting and the Committee receiving was long, and asked for the timetabling to be reconsidered. In relation to the leisure centre project, he asked if the delay was due to highway issues, which was affecting the work required for the pedestrian bridge. He also suggested that the delay provided a good opportunity to investigate a greener heating system before building works began. The Strategic Director agreed to discuss these matters with the appropriate officers and provide a full response outside of the meeting.

Councillor M B Wyatt expressed his disappointment that work was being undertaken on the new leisure centre site to clear trees when nesting season had begun. He asked if the necessary assessments had been undertaken, and if so, be made available to Members. The Strategic Director believed that assessments would have been undertaken as part of the planning permission stage; he would investigate and provide further information outside of the meeting.

Councillor A Bridgen felt that Coalville would benefit if the town centre boundary was extended to include the surrounding areas. He believed the area would become more inclusive, vibrant and family friendly. The Strategic Director agreed to take the suggestion back to officers.

Following a discussion in relation to the provision of affordable homes, the Strategic Director agreed to obtain further information on the progress towards the target.

Councillor E Allman acknowledged the national skill shortage in relation to the development control service and asked what was being done to attract candidates. The Head of Human Resources and Organisational Development explained that unfortunately, pay grades at the Council did not follow market trends, but to make positions more competitive with the private sector, there was an option to add market supplements and to

appoint at higher points on the pay grade. He added that there had been some recent success with recruitment across the authority.

Councillor D Bigby was pleased that establishing a local housing trading company was being investigated but asked that it be brought to scrutiny before being considered by Cabinet. The Strategic Director confirmed that if it moved forward, a report would be submitted for scrutiny.

It was moved by Councillor V Richichi, seconded by Councillor J Hoult and

RESOLVED THAT:

- a) The report be noted.
- b) Comments made by the committee be presented to Cabinet when considering the report.

Councillor M B Wyatt left the meeting during the discussion of the item.

Councillor V Richichi left the meeting at the conclusion of the item.

44. ITEMS FOR INCLUSION IN THE FUTURE WORK PROGRAMME

In response to a question from Councillor D Bigby regarding the Roadmap to Zero Carbon, the Strategic Director confirmed that a more detailed report would be brought back to the relevant scrutiny committee in due course.

Councillor M B Wyatt left the meeting at 8.20pm

Councillor V Richichi left the meeting at 8.25pm

The meeting commenced at 6.30 pm

The Chairman closed the meeting at 7.46 am

Title of Report	COVID-19 RECOVERY	
Presented by	Bev Smith Chief Executive	
Background Papers	None	Public Report: Yes
Financial Implications	None directly in the report, a separate Financial Impact report is being considered by the committee.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	Legal advice has been provided on the Coronavirus Act 2020 and other associated regulations and government guidance as necessary throughout the response/recovery phase of dealing with the COVID19 pandemic.	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	These will be covered through the recovery process outlined in the report.	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	To update members on the plans for recovery following the COVID19 pandemic.	
Recommendations	MEMBERS ARE ASKED TO : <ol style="list-style-type: none"> I. NOTE THE REPORTS CONTENT AND ACTIONS II. ENDORSE THE APPROACHES AND DIRECTION SET OUT FOR THE RECOVERY PLAN III. MAKE ANY COMMENTS ON FUTURE AREAS OF WORK FOR THE RECOVERY PROCESS TO CONSIDER IV. NOTE THE LIKELY NEED TO INCORPORATE ISSUES RAISED IN THE REPORT IN THE REVIEW OF THE CORPORATE DELIVERY PLAN V. AGREE FUTURE REPORTING ON COVID-19 RECOVERY TO COME TO THIS COMMITTEE 	

1. BACKGROUND

- 1.1 The COVID 19 major incident has caused significant disruption to services, the organisation and the wider community. Resources have been allocated to the response stage contributing fully to the Leicestershire Resilience Forum (LRF) command and control structures. It is important that the Council continue to work together with partners in both response and to help communities recover from this incident as quickly as possible.
- 1.2 'Recovery is the process of rebuilding, restoring and rehabilitating the community following an emergency'. This process may take months to complete as it seeks to address the enduring human, community, environmental and economic consequences.
- 1.3 The Recovery process aims to reduce demand on services to the level at which they were before the incident occurred, often described as 'return to normal'. However it is likely that

the recovery process will need to assess and respond to different levels of 'normality' as the government eases restrictions on behaviour and movement. There is a high likelihood that there will be a 'new normality' which will not reflect the situation prior to the incident taking place.

- 1.4 The Council also needs to recognise that the processes and changes to working practises may well have changed how we work for the better. Therefore, this work will also need to pick up the good things that may of come from this event and capitalise on these positive impacts. It presents a once in a lifetime change of working style, pace, practise and approach that may well be of wider benefits to the organisation, staff and customers in the future and should not be lost in a race to return to 'normal'. Likewise a number of services have been 'suspended' and it does not necessarily follow that they all are resumed, and/or in their current form.
- 1.5 The impact of COVID 19 on the financial resources of the Council through loss of revenue streams from service postponements, delays of purchases, along with loss of business rates and council tax and extended debt recovery processes will inevitable affect the Medium Term Financial Strategy and our journey to self-sufficiency plans. This element will cross all aspects of the Recovery Plan.
- 1.6 This summary report sets out the issues and proposed approach to managing these issues over the coming months. It does not go into detail on the approach to tackling these issues as this is constantly changing and operational in nature. However it is important to note that significant planning and preparations are already being made across the organisation on many of these areas. The report proposes how the Council and its members will be engaged in the recovery actions via normal governance arrangements where possible.
- 1.7 The report also recognises that alongside the 'recovery actions' there is likely to be significant ongoing activity related to the ongoing response to tackling Coronavirus and this in itself presents a significant challenge for the organisation in terms of capacity and resources.
- 1.8 This report covers the following:
 - Organisational recovery issues
 - Service-level recovery issues (significant risks and issues only)
 - Cross-agency recovery issues (those things that link to LRF recovery work)
 - Strategic / longer-term recovery issues
 - Ongoing response requirements
 - Recovery – governance
 - Recovery – next steps
- 1.9 To bring the report more to life, and ensure members are aware of the latest information, the Chief Executive will give a summary presentation to the committee at its meeting.

2. CONTEXT & BACKGROUND

- 2.1 The COVID-19 Pandemic is probably the most significant issue that has faced the world in the last 50 years. Globally there have been over 300k deaths, and trillions of currency spent in supporting people, their communities and their economies as well as searching for a viable treatment/vaccine.
- 2.2 At a national level we have seen unprecedented changes to the way society operates, with over 30k deaths in the UK. At a regional level we have seen organisations come together through both formal (such as the Local Resilience Forum (LRF)) and informal arrangements such as East Midlands Councils, working together to focus our efforts,

support each other, and come to a common approach to address literally hundreds of issues that have faced us.

2.3 The response to COVID-19 has resulted in major disruption and change for both the organisation and many aspects of life across NW Leicestershire. This report focuses on both sustaining the response and the issues presented by the need to return to some form of new normality. The report is informed by:

- The work supporting our internal recovery planning ;
- Scenario-based testing across the LRF
- Issues raised by the Strategic Co-ordination Group and Recovery Co-ordination Group;
- Issues and discussions arising from our staff surveys and HR input;
- Local Resilience Forum (LRF) initial recovery information gathering and analysis
- Our wider connections with local government support groups such as the LGA and District Council Network.

3. ORGANISATIONAL RECOVERY ISSUES

3.1 The following are issues which cut across the organisation and where a corporate approach and consistency is needed:

- **Workforce issues** – this includes a range of issues relating to annual leave, staff wellbeing and mental health, training backlogs, childcare implications where schools and settings do not fully open, ongoing issues relating to staff who remain shielded, recruitment backlogs and alternative virtual methods for the recruitment process, and supporting the staff who may be reluctant to come back to work. Ongoing engagement with the Trade Unions is already in place and they are being regularly updated.
- **ICT** – this includes supporting ongoing home working, managing and phasing returns to office-based working where appropriate, heavy involvement in establishing virtual council meetings, as well as consideration of the wider implications of the major shift in using technology for our future ICT strategy.
- **Safe working practices and PPE** – this includes ensuring the supply and management of PPE provision and clear guidance and advice on safe working practices for our workforce in relation to Covid-19. These are currently being updated to reflect the latest government guidance.
- **Reopening of buildings and measures needed in buildings** – this relates to managing our estate, reopening of buildings and how to ensure the safety of our workforce and the public through arrangements to support social distancing within our buildings.
- **Contracts and procurement** – this relates to the significant implications in relation to existing contracts and future procurement activity, such as concerns around supplier failure, how to support suppliers and contractors in relation to application of terms and conditions and cash flow and possible impacts on future procurement exercises including potential for increased costs.
- **Information Governance** – this relates to the appropriate handling, storage and deletion of personal data collected specifically for the purposes of responding to the Coronavirus incident.
- **Governance** – this relates to the ongoing implications in relation to the Council's governance including the operation of formal meetings as well as implications in terms of

civic office holders and activity. The regulations which came into force on 4 April permitting virtual meetings remain in force for 1 year.

- **Financial impacts** – this relates to capturing and managing the immediate financial impacts - costs, lost income, delays to savings delivery. These issues are the subject of a further report on the agenda.
- **Reporting and compliance locally and nationally** – this relates to returns and reports which may be required by Government and other statutory bodies in capturing the impacts and implications of the Coronavirus response.
- **Communications** – effective communications support will be critical in managing all of these above issues and particularly the messaging for staff and consistency of approach and-ensuring our communities are well engaged and informed about how both our services and those in the wider community are operating.

3.2 These issues are all reflected in a Recovery Plan owned by the Recovery Co-ordination Group as part of the formal structure addressing the COVID-19 emergency.

4. SERVICE LEVEL RECOVERY ISSUES

4.1 There are many wide-ranging implications for services which this report does not seek to capture. Below are the more significant service issues/risks:

- **Managing backlogs of activity** – across a range of services certain activity has been on-hold and this therefore presents back-logs which will need to be addressed. Some of the key areas where this is an issue include housing repairs and tenancy management, events work, non-essential enforcement work etc. Wherever possible services have prioritised ensuring services of particular importance to our community are kept running, where it is safe for our staff to do so. No major service has halted operations fully.
- **Project impacts** – in relation to projects there are delays and potential cost impacts which will need to be addressed. Work is already underway on reprofiling the programmes where this is a significant issue. Where possible projects have kept working (for example the new Leisure Centre in Coalville where reprofiling of some work packages has been done to ensure progression); equally some stopped and have restarted (for example the new Market in Coalville, this was possible once the supply chain re-established itself). There are also major systems procurement/implementation which have been impacted such as the replacement of our Housing Systems, and a delayed start to a number of others – such as a procurement of our new finance system.
- **Service changes** – there are other impacts arising from changes to the way services have had to work during the crisis and in some cases will continue to have to work for the foreseeable future such as customer services, housing repairs, and our corporate landlord function. This also includes positive changes we may wish to sustain and build on such as the increased demand and use of on-line services grows.

4.2 These service issues are being dealt with through our governance structures, which are managed through our Heads of Service and Directors. Where there are significant impacts on finance these may result in revised decisions and where necessary these will be brought back through the normal decision making routes.

5. CROSS-AGENCY RECOVERY ISSUES

5.1 As noted earlier there are a number of issues which do have wider impacts in terms of other partner agencies and many of these are being reflected in the LRF recovery planning work, and these include:

- Increases in safeguarding referrals;
- Community safety impacts including increased Anti-Social Behaviour, Domestic Violence, street lifestyles;
- Economic Recovery
- Rough Sleeping / Homeslessness
- Public transport and wider network management; and
- Communications across LLR.

5.2 The above are being overseen by the LRF recovery arrangements but are largely following the principle that where possible they are managed through existing arrangements.

6. STRATEGIC / LONGER-TERM RECOVERY ISSUES

6.1 There are a number of strategic and particularly longer-term recovery issues and these are summarised below:

- **MTFP** –in terms of the impacts on the Council’s own financial strategy and changes we may need to make to this across revenue and capital – see separate agenda item.
- **Service impacts as a result of economic impacts / financial hardship** – an inevitable downturn in the economy will lead to increased demand on a number of key services such as Housing and Revenues and Benefits as well as impacts on income generating services. Such issues will be managed by Directors and collectively by the Corporate Leadership Team and tie into the MTFP.
- **Economic recovery** – this will be one of the most significant strategic issues encompassing business recovery, tourism and inward investment impacts, employment, town centre recovery and promotion, ongoing capture of intelligence on local economy – this work is being led by our Business Focus team in conjunction with the LLEP and LRF Business Cell.
- **Health and wellbeing** – there will be ongoing impacts on the health of the local population including impacts on mental health and implications for screening and other prevention programmes as well as any positives to build on in terms of behaviour change.
- **Climate change** – importantly the existing work on the climate strategy and action plan will need to consider how it can build on the positive climate change impacts seen during the crisis, this is linked to the already agreed Carbon Neutrality work.
- **Commemoration and recognition** – there will be a need to plan for appropriate commemoration and recognition events following the crisis – and will need to align with anything proposed nationally and via the LRF.
- **VCS/Volunteering/Faith organisations** – the issues to be considered here include sustainability of the VCS and also how to build on the community volunteering response that has been seen during the crisis – this is linked to our Community Hub work which is ongoing (and likely to for some time) which supports the most vulnerable in our community.
- **Housing and Homelessness** – it will be key to consider and manage impacts in relation to rough sleepers and street lifestyles following the work during the crisis to provide accommodation and support, including what options are available for those with No Recourse to Public Funds. This is being picked up at the LRF level as well as our own teams.

- **Changed ways of working & Accommodation** – it will be important to capture and build on new ways of working that have been put in place during the crisis including how to maximise the significant shift to using technology in the way we work in order to work more efficiently and effectively in future – these will be picked up as part of our accommodation work which was already underway prior to the pandemic.

7. ONGOING RESPONSE REQUIREMENTS

7.1 These are the areas we are likely to continue to have ongoing involvement in to sustain the existing response. This does present capacity and resourcing issues including where staff are currently primarily or wholly involved in these response activities but who need to be released from that to return to the 'day job' and where we will need to find other ways to support this activity:

- Support for ongoing LRF structures and reporting
- Testing and contact tracing
- Preparation for further waves of infection and reintroduction of measures
- Preparation for a potential vaccine and mass vaccination programme
- Support for those who are shielding, food poverty and ongoing crisis support
- Volunteers/volunteering and VCS/faith engagement and support
- Supporting social distancing and ongoing compliance
- PPE and safe working practice
- Economic Recovery
- Communications

7.2 Currently the ongoing response phase is being managed via the LRF structures regionally and locally via our Recovery Structures. The need for and the resources committed to these activities will impact on our ability to bring back all services, or at the very least impact on how these are delivered in the coming months. Where and how this impact will fall is not yet fully understood whilst we continue to react and respond to almost daily changes in demand.

8. RECOVERY – GOVERNANCE

8.1 The above sections indicate how the different aspects of recovery and the ongoing response are managed. In the main it is proposed the use existing governance arrangements through Scrutiny, Cabinet, Council and formal decision making where required, and via delegated decision making already in accordance with the constitution. It is proposed that this committee receives regular updates on the COVID-19 situation due so as to ensure oversight.

8.2 As an emergency situation still remains (and is likely to for some time) there are some special governance processes in place regarding Recovery Structures and urgent decision making. These are powers the Chief Executive and the Leader control and are used in times of urgent decision making. These will remain but will only be exercised when time does not allow for the normal decision making process.

8.3 There are likely to be some short-term and longer-term policy change and decisions throughout recovery and it is important that the appropriate governance and decision making is followed in relation to these, this may include for example HR policy changes, financial policy changes and wider issues in areas such as homelessness. Where necessary these will go through formal decision making, but may do so in a more compressed timeline or via urgent measures as set out above.

8.4 There are likely to be implications for a number of the Council Delivery Plan commitments, we will commence a review of these as soon as it is practical to do so. This is likely to be in conjunction with any revised MTFP.

- 8.5 Work is currently underway on the review of strategic and operational risk registers and it is important that those are adjusted to reflect changes to risks and risk ratings in light of the Covid-19 response and recovery, and to ensure that our organisational approach to risk is followed including use of robust risk assessments. A COVID-19 specific risk register is being maintained and updated in response to the changing situation.
- 8.6 Engagement of partners and other stakeholders and clear and consistent communications will remain a priority, including internally with staff and Trade Unions, and externally.

9. RECOVERY

- 9.1 As this report demonstrates there is a significant range and volume of work associated with both the ongoing response and recovery. The Committee are invited to identify any particular priorities that they would want earlier and more detailed engagement in as the work is taken forward. The Chief Executive presentation to the committee will provide the latest update on these and other related issues.

Policies and other considerations, as appropriate	
Council Priorities:	<ul style="list-style-type: none"> - Support for businesses and helping people into local jobs - Our communities are safe, healthy and connected
Policy Considerations:	None
Safeguarding:	Not at this level
Equalities/Diversity:	None
Customer Impact:	Contained in report and individual service changes
Economic and Social Impact:	See report
Environment and Climate Change:	None
Consultation/Community Engagement:	None
Risks:	Dedicated Risk Register for all COVID-19 activity in place and reviewed in line with policy.
Officer Contact	Bev Smith Chief Executive bev.smith@nwleicestershire.gov.uk

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Title of Report	COVID-19 FINANCIAL IMPACT REPORT	
Presented by	Councillor Nicholas Rushton Corporate Portfolio Holder	
Background Papers	None	Public Report: Yes
Financial Implications	The early council-wide estimated financial impact of the Covid-19 pandemic is £2.1m gross and £1m net of government emergency funding received to date.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	None.	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	Once the full extent of the financial impact of Covid-19 is known, it is likely that the council will need to consider any organisational changes that may be required to take account of the additional services needed to support communities over the next twelve months, to mitigate the financial impact and to ensure critical services continue to be unaffected.	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	To provide members of the Corporate Scrutiny Committee with an understanding of the financial impact of the Covid-19 pandemic to the Council's finances.	
Recommendations	THAT MEMBERS OF THE CORPORATE SCRUTINY COMMITTEE NOTE THE CONTENTS OF THE REPORT AND PROVIDE ANY COMMENTS IT MAY HAVE TO CABINET WHO WILL CONSIDER THE REPORT ON 14 JULY	

1.0 BACKGROUND

- 1.1 The council's own financial implications arising from Covid-19 are still emerging and are expected to continue to emerge over the medium-term. This report sets out the financial impact currently understood in the last week of April and is intended to provide members with an opportunity to understand the detail regarding the early financial assessment. Forecasts assume a lockdown period lasting until 30 June, unless specific service variations are known, with economic recovery taking longer.
- 1.2 As the finance team continue to work on closing the council's accounts for last year, this report does not provide members with details of the outturn position for 2019/20. The 2019/20 Provisional Outturn report is expected to be presented to Cabinet in July. The council's draft accounts are planned to be published at the end of July and it is expected that the Audit and Governance Committee sign off the final accounts in October, in line with the revised national statutory deadlines of end of August for draft and end of November for final published accounts.
- 1.3 At this very early stage, we are not in a position to forecast the final position for 2020/21 or indeed for the final impact of the pandemic on the council's finances. Further and more refined estimates relating to the impact to the 2020/21 budget will be presented in the

forthcoming quarterly performance management reports. Similarly, it is not yet possible to consider the impact to the council's five year medium term position. The medium-term impact and revised medium-term deficit position will be considered in September of this year when the "Review of the Councils Medium Term Financial Plan" is considered by the Committee and Cabinet. This this end, this report focuses solely on the impact of Covid-19 to date.

- 1.4 Council finance officers and budget holders from across the organisation have undertaken additional work to review budgets and capture the detailed information to explain the impact of Covid-19. Assessment of the council's revenue accounts, the General Fund, the Housing Revenue Account (HRA) and Special Expenses, has focussed on ascertaining the value of:
- Irrecoverable income losses – where the income lost to the council is unlikely to be recovered;
 - Deferred funding or income – where the income lost is likely to be received in the future; and
 - Increased expenditure – where the Council has spent more through one-off costs or increased service delivery costs (which may continue through economic recovery or end when we exit lockdown).
- 1.5 Assessment of the council's General Fund and HRA Capital Programmes has sought to understand the financial impact of the deferment of schemes where works were or have been suspended.
- 1.6 Along with other local authorities, the council has received additional funding from government to support its own finances in the form of the Coronavirus (Covid-19) Emergency Funding for Local Government from the government of £1.086m, received in two tranches. The government has recently announced that it guarantees funding for councils for actions that it has asked us to carry out, but there is concern that this may not be sufficient to cover all losses. As at the time of writing this report, we are yet to receive further detail regarding a third tranche of this Emergency Funding. Our position has been not to allocate this funding to services, at least until the position becomes clearer.
- 1.7 The Council has received (or is due to receive over the course of 2020/21) various other significant sums of funding, the majority of which do not or will not have an impact on the Council's financial position but instead compensate for expenditure or planned expenditure, as follows:

Funding	Purpose	Impact on Council finances
Covid-19 Emergency Funding for Local Government £1.086m	Emergency funding to support local authorities increased expenditure and income losses.	Will reduce impact of council losses.
Covid-19 Business Grants £20.8m	Covid-19 Support for businesses via: <ul style="list-style-type: none"> • Small Business Grant Fund • Retail, Hospitality and Leisure Grant Fund Schemes • Local Authority Discretionary Grants Fund 	Nil – funding is passed on to local businesses
Section 31 Grant	Section 31 Grant – funding in respect of business rates	Nil.

£1.6m	ordinarily paid over course of year brought forward to support local authorities' cash flow	Funding compensates the administration of normal business rates reliefs. Government paid this amount in March to support local authorities' cash flows, instead of paying over the course of the year.
Section 31 Grant – Retail, Leisure and Hospitality and Nursery Discount £10.6m	Additional Section 31 Grant to compensate additional Business Rates reliefs/discounts in respect of Retail, Hospitality and Leisure relief and Nursery Discount	Nil. Funding compensates the administration of new reliefs announced for the retail sector and nurseries and supports the council to be able to meet its precept payments as normal.
Covid-19 Hardship Fund £0.5m	Covid-19 Hardship Fund to support recipients of Local Council Tax Support by reducing their annual bills by £150.00	Nil. These funds compensate the council for its and preceptors loss of council tax income as a result of administering the hardship fund.
High Streets and Retail Spaces £93k	Government to fund preparatory work for the safe reopening of high streets and other retail spaces.	Nil. It is assumed the fund will be spent in full on supporting the re-opening of retail and high street spaces.
New Burdens Funding – Business Grants Value - TBC	Grant funding to compensate local authorities for the administration of grants to local businesses - expected in two tranches, to reflect the two sets of administration responsibilities on grants, although these amounts remain to be confirmed	Will reduce impact of council losses.

- 1.8 The Council continues to have a healthy level of reserves across both its General Fund and Housing Revenue Account. These reserves are able to be redeployed in the event that a deficit is forecast to arise at the end of the 2020/21 year. As such, the Head of Finance and Section 151 Officer considers the council to be financial stable on an ongoing basis. The future of New Homes Bonus and the level of growth to be retained via the Business Rates Retention System from 2021 remains yet to be confirmed by government and therefore total council funding remains at risk – this matter will be considered and reported in the review of the medium term financial plan in September when the position will be much clearer.

2.0 CASHFLOW

- 2.1 Since the 17 March, greater scrutiny of cash flow monitoring (in addition to the daily monitoring schedule undertaken by the Finance team) has been implemented to properly assess the likely impact of Covid-19 and ensure the council has the necessary funds to meet its financial obligations to fund service continuity, pay contractors and pay precept payments of council tax and business rates.

- 2.2 All new investments were suspended on this date in order to preserve cash for these reasons. Cash management processes have been in line with the council's own Treasury Management Strategy Statement that was approved by Council in February 2020 and local decisions authorised by the Head of Finance and Section 151 Officer to ensure cash remains liquid.
- 2.3 Current forecasts identify that the Council may have a very short-term (1 - 2 months) borrowing need in Q4 (January 2021 – March 2021) in the region of £5m - £11m. However, it is very likely that this borrowing need will be negated through normal fluctuations in cash movements between now and Q4, particularly if capital spending plans are deferred further. The position will be continued to be monitored and estimates revised once further information arises. If necessary, the Head of Finance has the appropriate delegations in place to undertake new borrowing.

3.0 **EARLY ASSESSMENT OF COUNCIL WIDE FINANCIAL IMPACT**

- 3.1 In summary, the revenue impact across the Council to date is estimated to be in the region of **£2.129m gross and £1.043 net of the £1.086m Emergency Funding for Local Government**. The majority of this impact is within the General Fund which will bear £1.870m gross impact, with the HRA impacted by £259k, notwithstanding the actual impact on housing rents which is not yet fully understood.
- 3.2 The estimates detailed span across the tail end of the 2019/20 financial year, but the majority of impact is within 2020/21 as detailed in the remainder of the report. However, members should note that the impact to council tax and business rates will be felt in the 2021/22 financial year rather than the current year due to how local taxation is accounted for (see para 4.3.1).
- 3.3 The **impact across our capital programmes is estimated at an additional £79k expenditure**, solely on the General Fund at this stage. Some detail is included below with regard to likely deferment of spending, however, it is too early to estimate the full year impact on spending plans.
- 3.4 We currently await for a response from government regarding 'right to buy one for one replacement monies' and whether the council will need to spend more of its own fund on its new build housing programme due to having to repay £134k of right to buy one for one receipts back to treasury (see paragraph 8.2.2).
- 3.5 As we are yet to allocate the emergency funding recovered to services, estimates below are in gross values and where possible reflect the full year impact.

4.0 **GENERAL FUND**

- 4.1 The total impact to the General Fund is currently estimated to be £1.870m.
- 4.2 In the last few weeks of the 2019/20 financial year, we have estimated that income reduced by £11k due to the pandemic: respect of bulky and food waste collections (£2k) and car parking income (£9k). An estimated £58k of additional expenditure was estimated to be incurred in respect of additional administration equipment (£3k), cleaning equipment (£1k), IT equipment (£43k), IT software licences and (£6k) and homelessness prevention (£5k).
- 4.3 The key areas where we expect the pandemic to impact our finances over the course of 2020/21 are detailed below:

4.3.1 There is an early estimated reduction in local taxation of £460k Business Rates and Council Tax that would hit the council's accounts in 2020/21.

It is anticipated that there will be an impact to the Council's share of business rates and council tax due in 2020/21, however, the impact on local taxation is

much more difficult to assess. Although we anticipate a reduction in the amounts we will receive in the coming months, this does not of itself amount to a shortfall of income as sums charged remain due and can be collected long after the year ends. Due to the nature of accounting arrangements, any additional amounts not collected will not hit the accounts in the current year and instead will be reflected as a charge against the 'Collection Fund' in the following year (2021/22).

In the past, we have found that around 98% of business rates and council tax is collected each year. Initial estimates for council tax suggest that we could see an increase of 1-2% of not collected which we broadly equate to a loss of £110k (at 2%) on the council's £5.5m share of the total £69m due to be collected. Business rates could see an increase of 5% not collected, which would broadly equate to £350k of the council's £6.9m share of the total £71.7m due.

4.3.2 There is a forecast reduction in income of £818k. The significant areas of reduced income are detailed below:

- a) £255k in relation to Grounds Maintenance – only minimal work has been undertaken during April to June, it is assumed that the service will be restarted from July.
- b) £139k in relation to trade refuse income which has been partially offset against the reduction in disposal costs of £104k. It has been assumed that there is a 50% decrease in demand for the service for the period April to September and a 10% decrease for the remainder of the year.
- c) £117k for pay and display income. The forecast is based on no income for April to June and then reduced income for when the car parks start charging again from July.
- d) £41k for cleansing services due to the loss of income from Leicestershire County Council for sweepings, recharges to the HRA for the waste removal contract and from various cancelled events. The service is scheduled to recommence from June with the support of agency staff and the service should be back to normal from January.
- e) £100k in relation to planning fees. Assumptions are based reductions in applications for the first 6 months of the year and then it has been assumed that the budgeted income will resume from October.
- f) £116k investment income – due to the fall in interest rates and the expectation they will not increase for the remainder of the financial year.

4.3.3 Additional expenditure of £631k. The significant areas of additional expenditure are:

- a) £66k in relation to cleaning, which includes daily wipe downs of the refuse, recycling and cleansing vehicles and contract cleaning at the Linden Way depot.
- b) £48k in relation to communications with residents, two letters have been sent to all residents detailing the council's response to the coronavirus pandemic and information regarding the recommencing of green bin collections.
- c) £95k in relation to a loan to Everyone Active to cover 20% of staffing costs for furlough staff not covered by the government scheme. The £95k will be repaid over the remainder of the contract. Everyone Active have requested additional support and this will be covered in a separate report to Community Scrutiny in July and Cabinet in September 2020.
- d) £292k in relation to waste staffing costs. To enable the refuse and recycling services to continue, additional staffing and agency costs have been incurred and the additional spend has been forecast to continue until December.

4.3.4 Reduction of expenditure of £108k. The main savings identified are in relation to fuel savings of £67k for the waste services and cleansing teams, due to the lower costs of fuel and reduction in usage.

4.3.5 Journey to Self Sufficiency Programme. Responding to the pandemic is diverting internal resources away from this important corporate programme. We

had budgeted for £570k of savings in 2020-21, but work is currently paused. Savings of £56k are forecast to be made this year by:

- a) Arranging to prepay secondary pension contributions for 2021/22 and 2022/23 years early to generate a 3 year saving of £120k - £88k of which relates to the general fund and the remaining £32k for the HRA, meaning £29k will be saved in 2020/21.
- b) Savings of £27k per year have also been identified in relation to the procurement of the ICT Data Centre.

Given the ongoing recovery work it is unlikely that the full £570k savings will be achieved in 2020-21, however a review of the programme will be undertaken and an update will be provided as part of the review of the medium term financial plan in September 2020.

5.0 HOUSING REVENUE ACCOUNT

5.1 The Housing Revenue Account is a ring-fenced account to ensure that income generated from our council homes is reinvested back into the service we provide as a landlord.

5.2 The total impact on the HRA is £259k. There were no identified areas of reduced income or additional expenditure relating to 2019/20.

5.3 The key areas where we expect the pandemic to impact our finances over the course of 2020/21 are:

5.3.1 Reduced surplus from our In-house Repairs Team (IRT). Our in-house repairs team charge the HRA for each repair or home improvement they complete. This generates a surplus, which is then reinvested back into the HRA.

A budgeted for a surplus of £286k exists for 2020-21. However, the pandemic has caused the council to temporarily pause our home improvement programme and only complete emergency repairs in homes. We have also kept all agency staff employed through this difficult time, meaning the IRT recorded a loss of £121k in April.

The IRT are now beginning to restart work where possible and we currently expect that the account should near breaking even by the end of the year, which is £285,000 below our budgeted position. This, however, is heavily dependent on work increasing back to normal levels, which remains to be seen.

5.3.2 Savings on our routine repairs work. In April we spent £115k on routine repairs compared to a budget for the month of £259k. Our expectation is that our repair costs will take the rest of quarter one to recover back to normal levels as non-urgent repair work is resumed where possible. As a result we expect savings of £218k at this stage.

5.3.3 Journey to Self-Sufficiency Programme. Responding to the pandemic is diverting resource away from this important corporate programme. We had budgeted for £225k of savings in 2020-21, but work is currently paused. Given the ongoing focus on recovering from this emergency it is prudent to assume that this programme will not generate all the savings anticipated this year. This will be reviewed in details and a revised position reported as part of the medium term financial plan in September 2020.

5.3.4 Reduced rent from the new homes we're building in Coalville. We are currently building 8 homes on Cropston Drive, Coalville. The budget had assumed these would be ready for occupation at the beginning of June, but work on site was paused in March 2020. We currently expect the homes to be let in early September, which reduces our expected income by £12k.

5.3.5 Reduced rental income from existing homes by £114k. We have adopted a policy of managed collections, whereby we continue to charge rent but take no action to recover any debt. This resulted in the amount of rent we are owed increasing by £114k above normal levels in April 2020. However, work will continue to recover this debt.

5.3.6 Officers are also exploring options how we can pass on savings to tenants for activities that normally attract service charges that have been suspended due to Covid-19, such as grass cutting. This work is still ongoing at the time of writing, but the financial implications should be small as the reduced income will be offset by the reduced costs.

5.3.7 Reduced investment interest on balances. As noted in paragraph 4.2.2 f), interest rates have fallen significant and are not expected to recover quickly. We are forecasting reduced income to the HRA of £66k as a result.

6.0 SPECIAL EXPENSES

6.1 Due to the pandemic, there will be reduction in planned expenditure of £135k due to suspension of grounds maintenance services received and the cancellation of a number of events.

7.0 GENERAL FUND CAPITAL PROGRAMME

7.1 It is not currently proposed that any of the 2020/21 approved schemes planned will be cancelled, however a number have been suspended during the pandemic. The Council spent less than £10k of its approved capital programme budgets during April, however this is expected to increase from June.

7.2 There has been one direct impact on the general fund capital programme due to Covid-19. The capital programme included £25k for the laptop replacement programme. Due to the requirements to set staff up to work from home, £104k has been spent on laptops. £43k was incurred in 2019/20 and £61k in 2020/21. There may need to be some further spend as a number of employees are still using their own devices. The over spend in 2020/21 will be funded from an identified saving in respect of another ICT related capital project.

7.3 At present it is too early to forecast the impact on the remainder of the capital programme due to the pandemic. Construction work on the New Market was paused but work has now recommenced. There is likely to be slippage on both the Leisure Centre and Marlborough Square projects. However, the indirect impact will be in the Council's capacity to deliver some of the projects within the year given the focus on recovery and delivering core services. It is anticipated that a revised position will be presented to members as part of the Quarter 1 performance report.

8.0 HOUSING REVENUE ACCOUNT CAPITAL PROGRAMME

8.1 We spent £185k on the HRA Capital Programme in April 2020. This is lower than would have been expected as work on some major programmes has had to stop.

8.2 There has been no direct impact of the pandemic in terms of additional capital expenditure. We expect key areas of impact over 2020/21 to include:

8.2.1 The Home Improvement Programme. We had budgeted to spend £3.9m on this programme, which provides funding for the replacement of key components in our properties, such as bathrooms, kitchens and roofs. This work was stopped in response to Covid-19, meaning little has been spent on the programme so far this year.

We are beginning to restart the Home Improvement Programme, starting with works to the outside of properties such as roofs. However, we expect spending in this area to be lower than normal for some time as:

- Social distancing policies will reduce operative's productivity;
- It may take time for supply chains to return to normal, preventing us completing some types of work;
- Tenants may be less willing to have operatives in their homes completing this work.

We currently expect to spend between £100k-120k in the first quarter of this year. The position at the end of the year is also likely to be lower than originally budgeted, with a current estimated spend of £3m by the end of the year compared to a budget of £3.9m.

8.2.2 The New Supply Programme. As noted in paragraph 3.3.6, the current new build scheme on Cropston Drive was temporarily paused and is now likely to complete later in the year. This delay is not expected to have major changes to the budgeted expenditure.

However, the build is being part funded by right to buy one for one receipts. These are receipts retained from the sale of our homes through the right to buy scheme and our agreement with Government stipulates that we must spend these within 3 years or return to Government with interest. We need to spend £342k by the end of quarter one in 2020/21, and the delay on Cropston Drive now puts us at risk of having to return £134k of this funding.

We, and other organisations, have raised this issue with Government and are waiting to hear whether there will be any changes to the agreement to reflect the challenges authorities are having spending these funds during this period.

8.2.3 The New Housing System project. The 2020-21 budget included a small budget of £24k to complete the installation of a new IT system for the Housing department. This project is now on hold in direct response to the Covid-19 response and the staff have been redeployed to other teams responding to the crisis. It is not yet possible to accurately quantify how much will be spent during 2020-21 on this project as a new timetable for completion of the project has not been confirmed. However, we can expect to see a significant overspend when the project gets underway again.

8.3 Other projects and programmes within the Capital programme have not been directly impacted by the Covid-19 emergency. However, as with the General Fund capital programme, there is a risk that the Council's focus on responding to and recovering from this emergency will reduce capacity to deliver some of these projects.

Policies and other considerations, as appropriate	
Council Priorities:	A sound financial position for the Council underpins all Council values.
Policy Considerations:	None.
Safeguarding:	None.
Equalities/Diversity:	None.
Customer Impact:	None.
Economic and Social Impact:	None.

Environment and Climate Change:	None.
Consultation/Community Engagement:	None.
Risks:	The 2020/21 budget will continue be monitored throughout the year to ensure expenditure is controlled and where possible income recovered. Similarly, the council's cash flow will also be monitored to ensure the council has sufficient funds to pay preceptors and its own financial liabilities when they fall due.
Officer Contact	Tracy Bingham, Head of Finance 01530 454707 tracy.bingham@nwleicestershire.gov.uk

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Corporate Scrutiny Committee – WORK PROGRAMME (as at 01/06/20)

Date of Meeting	Item	Lead Officer	Witnesses	Agenda Item Duration
June				
10 June 2020	COVID Recovery Report setting out how the Council will respond to the COVID19 pandemic	Bev Smith, Chief Executive		30 minutes
10 June 2020	Covid-19 Financial Impact Report	Tracy Bingham, Head of Finance		20 minutes
September (Provisional)				
2 September 2020	Council Delivery Plan 2020-21 To comment on the Council Delivery Plan for the current year.	Andy Barton, Strategic Director		20 minutes
2 September 2020	Medium Term Financial Plan	Tracy Bingham, Head of Finance		10 minutes
2 September 2020	Review of Anti-Fraud and Corruption Policy and Anti-Money Laundering Policy To approve the updated Anti-Fraud and Corruption Policy and Anti-Money Laundering Policy.	Tracy Bingham, Head of Finance		30 minutes
2 September 2020	Corporate Disposals Policy	Chris Lambert, Head of Housing		20 minutes
2 September 2020	EU Exit Funding	Bev Smith, Chief Executive		10 minutes
2 September 2020	2019/20 Q4 Performance Report	Mike Murphy, Head of Human Resources and Organisational Development		10 minutes

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Notice of Executive Key Decisions

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

The date of publication of this notice is Friday, 29 May 2020. The Deadline for making any representations as to why items marked as private should be considered in public by **Cabinet on 1 July 2020 is 5pm Monday, 22 June 2020.**

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
July 2020						
Council Delivery Plan 2020/21 & Quarter 3 and 4 reporting 2019/20	Cabinet	Key	Public	14 July 2020	Councillor Richard Blunt Tel: 01530 454510 richard.blunt@nwleicestershire.gov.uk Head of Human Resources and Organisational Development Tel: 01530 454518 mike.murphy@nwleicestershire.gov.uk	Council Delivery Plan 2020/21
Use of Article 4 Direction: Houses in Multiple Occupation in Kegworth	Cabinet	Key	Public	14 July 2020	Councillor Robert Ashman Tel: 01283 561700 robert.ashman@nwleicestershire.gov.uk Head of Planning and Infrastructure Tel: 01530 454668 chris.elston@nwleicestershire.gov.uk	Use of Article 4 Direction: Houses in Multiple Occupation in Kegworth
Adoption of Castle Donington conservation area appraisal and boundary review	Cabinet	Key	Public	14 July 2020	Councillor Robert Ashman Tel: 01283 561700 robert.ashman@nwleicestershire.gov.uk Head of Planning and Infrastructure Tel: 01530 454668 chris.elston@nwleicestershire.gov.uk	Draft boundary review and map appendix Draft character appraisal and map appendix Public consultation responses

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
Confirmation of Castle Donington (Apiary Gate & Clapgun Street) Article 4(1) Direction	Cabinet	Non-Key	Public	14 July 2020	<p>Councillor Robert Ashman Tel: 01283 561700 robert.ashman@nwleicestershire.gov.uk</p> <p>Head of Planning and Infrastructure Tel: 01530 454668 chris.elston@nwleicestershire.gov.uk</p>	Provisional Article 4(1) Direction, schedule and map Public consultation responses Confirmation of Castle Donington (Apiary Gate & Clapgun Street) Article 4(1) Direction
Covid-19 Financial Impact Report	Cabinet	Key	Public	14 July 2020	<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>	Covid-19 Financial Impact Report

Decision	Decision Maker	Status of Decision	Public or Private (and reason – where private)	Date of Decision	Contacts	Documents to be submitted to the Decision Maker
Exemption from the Council's Contract Procedure Rules - Finance System	Cabinet	Key	Private Information relating to any individual. Information which is likely to reveal the identity of an individual. Information relating to the financial or business affairs of any particular person (including the authority holding that information) Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings. Information which reveals that the authority proposes to give under any enactment a notice under or by virtue of which requirements are imposed on a person Information which	14 July 2020	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Head of Finance Tel: 01530 454707 tracy.bingham@nwleicestershire.gov.uk	Exemption from the Council's Contract Procedure Rules - Finance System

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: 07970 520357 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
September 2020						
Corporate Disposals Policy	Cabinet	Key	Public	22 September 2020	Councillor Roger Bayliss Tel: 01530 411055 roger.bayliss@nwleicestershire.gov.uk Head of Housing Tel: 01530 454780 chris.lambert@nwleicestershire.gov.uk	Report Corporate Disposals Policy
Review of Medium Term Financial Plan	Cabinet	Key	Public	22 September 2020	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 Plan

Decision	Decision Maker	Status of Decision	Public or Private (and reason – where private)	Date of Decision	Contacts	Documents to be submitted to the Decision Maker
Council Delivery Plan 2020/21 Formal Adoption	Cabinet	Key	Public	22 September 2020	Councillor Richard Blunt Tel: 01530 454510 richard.blunt@nwleicestershire.gov.uk Head of Human Resources and Organisational Development Tel: 01530 454518 mike.murphy@nwleicestershire.gov.uk	Council Delivery Plan 2020/21 Formal Adoption
Leisure Contract Recovery	Cabinet	Key	Public	22 September 2020	Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicestershire.gov.uk Head of Community Services Tel: 01530 454832 paul.sanders@nwleicestershire.gov.uk	Report Leisure Contract Recovery
Food Safety Service Delivery Plan 2020/21	Cabinet	Key	Public	22 September 2020	Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicestershire.gov.uk Head of Community Services Tel: 01530 454832 paul.sanders@nwleicestershire.gov.uk	Food Service Plan Food Safety Service Delivery Plan 2020/21
Review of Corporate Governance Policies	Cabinet	Key	Public	22 September 2020	Councillor Richard Blunt Tel: 01530 454510 richard.blunt@nwleicestershire.gov.uk Head of Finance Tel: 01530 454707 tracy.bingham@nwleicestershire.gov.uk	Corporate Governance Policies

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
Updated Risk Management Policy	Cabinet	Non-Key	Public	22 September 2020	Councillor Richard Blunt Tel: 01530 454510 richard.blunt@nwleicestershire.gov.uk Strategic Director Tel: 01530 454819 andy.barton@nwleicestershire.gov.uk	Annex A - revised Risk Management Policy Updated Risk Management Policy
EU Exit Funding	Cabinet	Key	Private	22 September 2020	Councillor Richard Blunt Tel: 01530 454510 richard.blunt@nwleicestershire.gov.uk Chief Executive Tel: 01530 454500 bev.smith@nwleicestershire.gov.uk	EU Exit Funding
October 2020						
November 2020						
Recycle More Year 1 Progress	Cabinet	Key	Public	10 November 2020	Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicestershire.gov.uk Head of Community Services Tel: 01530 454832 paul.sanders@nwleicestershire.gov.uk	Recycle more update and food waste trial

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Decision	Decision Maker	Status of Decision	Public or Private (and reason – where private)	Date of Decision	Contacts	Documents to be submitted to the Decision Maker
April 2021						
May 2021						
June 2021						

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