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Meeting	COMMUNITY SCRUTINY COMMITTEE
Time/Day/Date	6.30 pm on Wednesday, 19 May 2021
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 10 February 2021.	3 - 8
5. 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.	9 - 26
6. COMMUNITY GRANTS - ANNUAL REPORT		
	Report of the Head of Community Services	27 - 64
7. SCRUTINY ANNUAL REPORT		
	Report of the Strategic Director	65 - 82

Circulation:

Councillor D Harrison (Chairman)
Councillor B Harrison-Rushton (Deputy Chairman)
Councillor C C Benfield
Councillor A J Bridgen
Councillor T Eynon
Councillor J Geary
Councillor G Hout
Councillor K Merrie MBE
Councillor M B Wyatt
Vacant

MINUTES of a meeting of the COMMUNITY SCRUTINY COMMITTEE held in the Remote Meeting using Microsoft Teams on WEDNESDAY, 10 FEBRUARY 2021

Present: Councillor B Harrison-Rushton (in the Chair)

Councillors C C Benfield, A J Bridgen, J Clarke (Substitute for Councillor D Harrison), T Eynon, J Geary, G Houlst, K Merrie MBE and M B Wyatt

Portfolio Holders: Councillors R D Bayliss, R Blunt, T Gillard and A C Woodman

Officers: Mr J Arnold, Mr J Bright, C Colvin, K Hiller, Mr C Lambert, Mr P Sanders, Mr B Walford, Mr P Wheatley, Mrs R Wallace, Ms L Walker and Miss E Warhurst

28. APOLOGIES FOR ABSENCE

Apologies were received from Councillor D Harrison.

The Committee joined the Deputy Chairman in sending their best wishes to Councillor D Harrison who was currently at home recovering from Covid-19.

29. DECLARATION OF INTERESTS

Councillor T Eynon declared a non-pecuniary interest in item 8 – Coalville Regeneration as a volunteer at local radio station Hermitage FM.

Councillor M B Wyatt declared a non-pecuniary interest in item 8 – Coalville Regeneration as a Coalville business owner.

30. PUBLIC QUESTION AND ANSWER SESSION

None.

31. MINUTES

Consideration was given to the minutes of the meeting held on 25 November 2020.

It was moved by Councillor B Harrison-Rushton, seconded by Councillor K Merrie and by affirmation of the meeting it was

RESOLVED THAT:

The minutes of the meeting held on 25 November 2020 be approved as a correct record.

32. ITEMS FOR INCLUSION IN THE FUTURE WORK PROGRAMME

The Strategic Director presented the report to Members.

A discussion was held on the current position of the group and the work it was required to undertake before it ceased. It was confirmed that the group would reconvene once this report had been discussed by both Scrutiny Committees to consider comments made. It would also review the recent scrutiny training delivered by the Centre of Governance and Public Scrutiny. It was suggested that the group also consider introducing a pre-meeting prior to each scrutiny committee made up of member representatives from each political

party and the possibility of an opposition party chair for one of the committees going forward. Members were advised that the allocation of an opposition chair would be a decision of the administration as it was a political matter.

Councillor M B Wyatt moved that an additional recommendation be included to request the Scrutiny Cross Party Working Group to consider further the appointment of an opposition chair for one of the Scrutiny Committees. It was seconded by Councillor J Geary.

Following a point of order, the chairman retracted a statement in relation to voting on the proposed additional recommendation.

The motion was put to the vote and was lost.

The recommendations as set out in the report were moved by Councillor B Harrison-Rushton, seconded by Councillor G Hoult and by affirmation of the meeting it was

RESOLVED THAT:

- (1) The action plan of the Scrutiny Cross Party Working Group be noted.
- (2) That the proposed resource solution as set out in paragraph 4.3 be supported.
- (3) That the proposed scrutiny principles as set out in paragraph 5.2 be supported.
- (4) The process for annual reporting as set out in paragraph 6.2 be supported.

33. ESTABLISHMENT OF HOUSING STRATEGY TASK AND FINISH GROUP

The Head of Housing presented the report to Members, with the support of Councillor R D Bayliss, Portfolio Holder, who also addressed the Committee.

Members spoke in support of the proposals and were pleased that such an important matter was to be reviewed in more detail. However, concerns were raised in relation to the short time frame suggested to complete the review. Members were informed that there was some flexibility available for the time frame and that this could be discussed further at the first meeting of the Task and Finish Group.

During discussion it was suggested that the scope also include options available to avoid losing newly acquired homes to the Right to Buy Scheme, as well as how influence could be made on developers to ensure that affordable housing requirements were fulfilled in new developments. Members were reminded of the importance for the group to stay focused, however the points raised were valid and could be included in the scope. It was also pointed out that the link to the Local Plan was evident and the group needed to be mindful not to duplicate work already being undertaken elsewhere.

It was moved by Councillor J Clarke, seconded by Councillor T Eynon and by affirmation of the meeting it was

RESOLVED THAT:

- (1) A Task and Finish Group be established to consider the affordable housing element of the Housing Strategy.

- (2) The principles set out in the draft terms of reference for the Task and Finish Group be agreed.
- (3) That the Membership of the Task and Finish Group be extended to include both Scrutiny Committees.
- (4) Authority be delegated to the Strategic Director of Housing and Customer Services, in consultation with the Chairman of the Scrutiny Committees, to seek nominations from the group whips to fill the seats on the Task and Finish Group.

34. RECYCLE MORE UPDATE

The Head of Community Services presented the report to Members, with the support of Councillor A Woodman, Portfolio Holder, who also addressed the meeting.

The Waste Services Development Officer and the Recycle More Officer gave a presentation to Members highlighting the current progress and future aspirations of the Recycle More Programme.

Members were pleased with the work achieved so far and spoke positively in relation to the trials for the stackable wheeled container system and food waste. The following comments were made:

- It was suggested that the kerbside collection of textiles be promoted further as the temporary closure of charity shops and recycling points could lead to more fly tipping.
- Regard was given to the promotion of commercial recycling, but it was felt that there should not be a charge as it was discouraging businesses to recycle. It was also suggested that steps be taken to introduce the recycling food waste collection to businesses as well as residential. The Head of Community Services explained that the charge for commercial recycling collections was not for profit but to cover costs and there was currently no intention to offer the service for free.
- Regard was given to the cost involved in recycling paint tins, wood and building waste. A Member asked if it would be possible to consider allowing businesses to deliver waste to a site for free rather than pay for it to be collected. The Head of Community Services reported that the plan going forward was to engage more with businesses and then all options could be considered, he also reminded Members that commercial businesses could still take their recycling waste to refuse sites.
- Comments were made on the current booking system in place for the refuse sites in the district. The Head of Community Services reminded Members that refuse sites were run by Leicestershire County Council and reported that he was aware that the booking system would be reviewed in the Spring.
- Several concerns were raised in relation to the possible reduction in size and collection frequency of the general waste bins in the future. It was recognised that families with young children would find this proposal difficult, especially if they did not have access to the equipment required for reusable nappies. It was also raised that the residents in the district with solid fuel heating would also struggle due to the amount of waste ash created. Members felt that the food waste collection should be fully established before consideration was given to any reduction in the collection of general waste. Members were assured that this was a future decision and one that would not be taken lightly.

- Officers were congratulated on the very successful campaign working with young people to officially name the refuse vehicles.
- Concerns were raised in relation to the possible introduction of a charge for additional garden waste bins, it was felt that this could lead to more fly tipping.
- In relation to the proposed introduction of an app to provide residents with bin collection information, some Members asked that officers bear in mind that not all residents had access to a smart phone. A Member requested that the bin tag distributed annually at Christmas time regarding collections remain as it was very useful.

It was moved by Councillor B Harrison-Rushton, seconded by Councillor K Merrie and by affirmation of the meeting it was

RSOLVED THAT:

- (1) The progress made with the Recycle More Plan to date be noted.
- (2) Comments made by the Committee be provided to Cabinet when it considers the item at its meeting on 2 March 2021.

35. COALVILLE REGENERATION

The Regeneration Project Manager presented the report to Members, with the support of Councillor R Blunt, Portfolio Holder and Leader of the Council, who also addressed the Committee.

Members were disappointed with the outcome of the unsuccessful bid but appreciated the efforts made to put forward a strong bid application. Strong support was given by Members to continue to push on with the project and were enthusiastic about the possibility of further funding in the future.

A comment was made in relation to the support given to the owners of the Red House in the town as it had a mixed history that had not been too successful. The Regeneration Project Manager confirmed the support as stated in the report and offered to provide further information outside of the meeting if required.

As result of further discussion, a suggestion was made to consider in the near future, approaching the owners of the Bakery to assist in tidying up the building as it was very untidy and could discourage any development in the vicinity.

Councillor R Blunt thanked officers for their support on the project to date and thanked Members across all political parties for being a critical friend.

It was moved by Councillor B Harrison-Rushton, seconded by Councillor J Clarke and by affirmation of the meeting it was

RESOVLED THAT:

The outcome of the Future High Streets Fund bid for Coalville be noted.

36. EXCLUSION OF PRESS AND PUBLIC

It was moved by Councillor B Harrison-Rushton, seconded by Councillor G Houlton and by affirmation of the meeting it was

RESOLVED THAT:

In pursuance of Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the remainder of the meeting on the grounds that the business to be transacted involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act and that the public interest in maintaining this exemption outweighs the public interest in disclosing the information.

37. THE RECOVERY OF OUR LEISURE CENTRES AND THE PARTNERSHIP CONTRACT WITH EVERYONE ACTIVE

The Head of Community Services presented the report to Members, with the support of Councillor A Woodman, Portfolio Holder, who also addressed the Committee.

It was moved by Councillor B Harrison-Rushton, seconded by Councillor K Merrie and by affirmation of the meeting it was

RESOLVED THAT:

The recommendations as set out in the report be approved.

The meeting commenced at 6.30 pm

The Chairman closed the meeting at 8.37 pm

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Community Scrutiny Committee – WORK PROGRAMME (as at 11/05/21)

Date of Meeting	Item	Lead Officer	Witnesses	Agenda Item Duration
29 September 2021 (Provisional)				
29 September 2021	Dog Fouling, Fly Tipping and Littering Update	Paul Sanders, Head of Community Services	-	15 minutes
29 September 2021	Flood Management in North West Leicestershire	Chris Elston, Head of Planning and Infrastructure, Mike Murphy, Head of Human Resources and Organisational Development	-	15 minutes
24 November 2021 (Provisional)				
24 November 2021	Shop Front Scheme Update	Barrie Walford	-	15 minutes
9 February 2022 (Provisional)				
6 April 2022 (Provisional)				
29 June 2022 (Provisional)				

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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, 7 May 2021. The Deadline for making any representations as to why items marked as private should be considered in public by **Cabinet on 8 June 2021 is 5pm Thursday, 27 May 2021.**

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 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	Considered by Scrutiny or other Committee
June 2021							
Leicester & Leicestershire Authorities - Statement of Common Ground relating to Housing and Employment Land Needs (March 2021)	Strategic Director of Place	Key	Public	7 June 2021	Councillor Robert Ashman Tel: 01283 561700 robert.ashman@nwleicestershire.gov.uk Strategic Director of Place Tel: 01530 454555 james.arnold@nwleicestershire.gov.uk		Local Plan Committee - 26 May 2021
Update on Air Quality Management Areas & submission of Annual Status Report	Cabinet	Key	Public	8 June 2021	Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicestershire.gov.uk Head of Community Services Tel: 01530 454832 paul.sanders@nwleicestershire.gov.uk	Update on Air Quality Management Areas & submission of Annual Status Report	The scheme of delegation only requires Cabinet approval for this decision, there is therefore no requirement for consideration by a Scrutiny Committee.

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	Considered by Scrutiny or other Committee
Environmental Health - Food Safety Service Delivery Plan 2021/22	Cabinet	Key	Public	8 June 2021	Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicester.gov.uk Head of Community Services Tel: 01530 454832 paul.sanders@nwleicester.gov.uk	Officer report Environmental Health - Food Safety Service Delivery Plan 2021/22	Not to be considered by a Scrutiny Committee having not been requested.
PSPO Castle Donington 'Car Cruise' ↻	Cabinet	Key	Part Private Information relating to the financial or business affairs of any particular person (including the authority holding that information)	8 June 2021	Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicester.gov.uk Head of Community Services Tel: 01530 454832 paul.sanders@nwleicester.gov.uk	Cabinet Report PSPO Castle Donington 'Car Cruise'	Not to be considered by Scrutiny Committee
Minutes of the Coalville Special Expenses Working Party	Cabinet	Key	Public	8 June 2021	Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicester.gov.uk Head of Community Services Tel: 01530 454832 paul.sanders@nwleicester.gov.uk	Minutes of the Coalville Special Expenses Party from 20 April 2021 Minutes of the Coalville Special Expenses Party	Coalville Special Expenses Working Party - 20 April 2021

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	Considered by Scrutiny or other Committee
Ashby Business Improvement District	Cabinet	Key	Public	8 June 2021	<p>Councillor Tony Gillard Tel: 01530 452930 tony.gillard@nwleicestershire.gov.uk</p> <p>Head of Economic Regeneration Tel: 01530 454 354 paul.wheatley@nwleicestershire.gov.uk</p>	Ashby Business Improvement District	Seeking guidance if Scrutiny committee is required.
Paid Planning Pre-Application Advice 14	Cabinet	Key	Public	8 June 2021	<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>	Paid Planning Pre-Application Advice	Planning Cross Party Working Group - 27 November 2020 and 5 March 2021
Contractors costs associated with a River Mease mitigation scheme in Measham	Cabinet	Key	Public	8 June 2021	<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>	Contractors costs associated with a River Mease mitigation scheme in Measham	The procurement timescales do not allow time to report to a Scrutiny Committee.

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	Considered by Scrutiny or other Committee
Construction of two new Council houses at Cedar Grove Moira	Cabinet	Key	Public	8 June 2021	Councillor Roger Bayliss Tel: 01530 411055 roger.bayliss@nwleicestershire.gov.uk Head of Housing Tel: 01530 454780 chris.lambert@nwleicestershire.gov.uk	Report Construction of 2 new Council houses at Cedar Grove Moira	Not to be considered by a Scrutiny Committee.
Awarding of MHCLG Rough Sleeper Initiative Funding 15	Cabinet	Key	Public	8 June 2021	Councillor Roger Bayliss Tel: 01530 411055 roger.bayliss@nwleicestershire.gov.uk Head of Housing Tel: 01530 454780 chris.lambert@nwleicestershire.gov.uk	Awarding of MHCLG Rough Sleeper Initiative Funding	Not to be considered by a Scrutiny Committee.
Corporate Disposals Policy	Cabinet	Key	Public	8 June 2021	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	Corporate Scrutiny Committee - 6 January 2021

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	Considered by Scrutiny or other Committee
Microsoft Enterprise Software Assurance Licence Renewal	Cabinet	Key	Public	8 June 2021	<p>Councillor Roger Bayliss Tel: 01530 411055 roger.bayliss@nwleicestershire.gov.uk</p> <p>Head of Customer Service, Corporate Property & Assets Tel: 01530 454753 tom.shardlow@nwleicestershire.gov.uk</p>	Microsoft Enterprise Software Assurance Licence Renewal	Not to be considered by a Scrutiny Committee.
Treasury Management Stewardship Report 2020/21 10	Cabinet	Key	Public	8 June 2021	<p>Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk</p> <p>Head of Finance dan.bates@nwleicestershire.gov.uk</p>	Treasury Management Stewardship Report 2020/21	Audit and Governance Committee - 20 April 2021
Former Tenant Rent Arrears, Current Tenant Rent Arrears, Council Tax, Non Domestic Rates and Sundry Debtor Write Offs	Cabinet	Non-Key	Public	8 June 2021	<p>Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk</p> <p>Head of Finance dan.bates@nwleicestershire.gov.uk</p>	Former Tenant Rent Arrears, Current Tenant Rent Arrears, Council Tax, Non Domestic Rates and Sundry Debtor Write Offs	Not to be considered by a Scrutiny Committee.

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	Considered by Scrutiny or other Committee
Exemptions from the Contract Procedure Rules made in Q4	Cabinet	Non-Key	Part Private Information relating to the financial or business affairs of any particular person (including the authority holding that information)	8 June 2021	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicester.gov.uk Head of Legal and Commercial Services Tel: 01530 454762 elizabeth.warhurst@nwleicester.gov.uk	Exemption forms Exemptions from the Contract Procedure Rules made in Q4	Not to be considered by a Scrutiny Committee. This is a simply to report decisions already made by statutory officers under their delegated authority.
Marlborough Centre 17	Cabinet	Key	Private Information relating to the financial or business affairs of any particular person (including the authority holding that information)	8 June 2021	Councillor Tony Gillard Tel: 01530 452930 tony.gillard@nwleicester.gov.uk Head of Economic Regeneration Tel: 01530 454 354 paul.wheatley@nwleicester.gov.uk	Report Marlborough Centre	Community Scrutiny Committee
July 2021							
Council Delivery Plan Review - 2021/22 and 2022/23	Cabinet	Key	Public	27 July 2021	Councillor Richard Blunt Tel: 01530 454510 richard.blunt@nwleicester.gov.uk Head of Human Resources and Organisational Development Tel: 01530 454518 mike.murphy@nwleicester.gov.uk	Council Delivery Plan Review - 2021/22 and 2022/23	Corporate Scrutiny Committee – 9 June 2021

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	Considered by Scrutiny or other Committee
2020/21 Quarter 4 Performance Report	Cabinet	Key	Public	27 July 2021	<p>Councillor Richard Blunt Tel: 01530 454510 richard.blunt@nwleicester-shire.gov.uk</p> <p>Head of Human Resources and Organisational Development Tel: 01530 454518 mike.murphy@nwleicester-shire.gov.uk</p>	2020/21 Quarter 4 Performance Report	Corporate Scrutiny Committee - 9 June 2021
Provisional Outturn 2020/21 18	Cabinet	Key	Public	27 July 2021	<p>Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk</p> <p>Head of Finance dan.bates@nwleicestershire.gov.uk</p>	Provisional Outturn 2020/21	Not to be considered by a Scrutiny Committee.
Corporate Accommodation	Cabinet	Key	Public	27 July 2021	<p>Councillor Robert Ashman Tel: 01283 561700 robert.ashman@nwleicestershire.gov.uk</p> <p>Strategic Director of Housing and Customer Services Tel: 01530 454819 andy.barton@nwleicester-shire.gov.uk</p>	Corporate Accommodation	Corporate Scrutiny June 2021

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	Considered by Scrutiny or other Committee
Zero Carbon Roadmap	Cabinet	Key	Public	27 July 2021	Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicester.gov.uk Head of Community Services Tel: 01530 454832 paul.sanders@nwleicester.gov.uk	Zero Carbon Roadmap	Corporate Scrutiny Committee – 9 June 2021
PSPO – Bins on Streets	Cabinet	Key	Public	27 July 2021	Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicester.gov.uk Head of Community Services Tel: 01530 454832 paul.sanders@nwleicester.gov.uk	PSPO – Bins on Streets	Not to be considered by a Scrutiny Committee, the scheme of delegation only requires Cabinet approval for this decision.
Minutes of the Coalville Special Expenses Working Party	Cabinet	Key	Public	27 July 2021	Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicester.gov.uk Head of Community Services Tel: 01530 454832 paul.sanders@nwleicester.gov.uk	Minutes of the Coalville Special Expenses Working Party	Coalville Special Expenses Working Party - 15 June 2021

September 2021

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	Considered by Scrutiny or other Committee
2021/22 Quarter 1 Performance Report	Cabinet	Key	Public	21 September 2021	<p>Councillor Richard Blunt Tel: 01530 454510 richard.blunt@nwleicester-shire.gov.uk</p> <p>Head of Human Resources and Organisational Development Tel: 01530 454518 mike.murphy@nwleicester-shire.gov.uk</p>	2021/22 Quarter 1 Performance Report	Corporate Scrutiny Committee - 1 September 2021
Review of Medium Term Financial Plan 20	Cabinet	Key	Public	21 September 2021	<p>Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk</p> <p>Head of Finance dan.bates@nwleicestershire.gov.uk</p>	Review of Medium Term Financial Plan	Corporate Scrutiny Committee - 1 September 2021
Special Expenses Policy	Cabinet	Key	Public	21 September 2021	<p>Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk</p> <p>Head of Finance dan.bates@nwleicestershire.gov.uk</p>	Special Expenses Policy	<p>Coalville Special Expenses Working Party - 15 June 2021</p> <p>Corporate Scrutiny Committee - 01 September 2021</p>

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	Considered by Scrutiny or other Committee
Corporate Governance Policies - Annual Review	Cabinet	Key	Public	21 September 2021	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicester.gov.uk Head of Legal and Commercial Services Tel: 01530 454762 elizabeth.warhurst@nwleicester.gov.uk	Review of Corporate Governance Policies	Audit and Governance Committee - 21 July 2021
November 2021							
Empty Properties 21	Cabinet	Key	Public	9 November 2021	Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicester.gov.uk Head of Community Services Tel: 01530 454832 paul.sanders@nwleicester.gov.uk	Empty Properties	Not to be considered by a Scrutiny Committee.
December 2021							
Draft General Fund and Special Expenses Revenue Budget Proposals for 2022/23	Cabinet	Key	Public	7 December 2021	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicester.gov.uk Head of Finance dan.bates@nwleicester.gov.uk	Draft General Fund and Special Expenses Revenue Budget Proposals for 2022/23	Corporate Scrutiny Committee - 10 November 2021

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	Considered by Scrutiny or other Committee
Draft Housing Revenue Account Budget Proposals for 2022/23	Cabinet	Key	Public	7 December 2021	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicester.gov.uk Head of Finance dan.bates@nwleicester.gov.uk	Draft Housing Revenue Account Budget Proposals for 2022/23	Corporate Scrutiny Committee - 10 November 2021
2022/23 - 2026/27 Draft Capital Programmes 22	Cabinet	Key	Public	7 December 2021	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicester.gov.uk Head of Finance dan.bates@nwleicester.gov.uk	2022/23 - 2026/27 Draft Capital Programmes	Corporate Scrutiny Committee - 10 November 2021
Minutes of the Coalville Special Expenses Working Party	Cabinet	Key	Public	7 December 2021	Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicester.gov.uk Head of Community Services Tel: 01530 454832 paul.sanders@nwleicester.gov.uk	Minutes of the Coalville Special Expenses Working Party	Coalville Special Expenses Working Party - 12 October 2021

January 2022

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	Considered by Scrutiny or other Committee
Council Tax Base 2022/23	Cabinet	Key	Public	11 January 2022	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicester.gov.uk Head of Finance dan.bates@nwleicester.gov.uk	Council Tax Base 2022/23	Not to be considered by a Scrutiny Committee - The calculation of the council tax base is prescribed in statute
2021/22 Quarter 2 Performance Report	Cabinet	Key	Public	11 January 2022	Councillor Richard Blunt Tel: 01530 454510 richard.blunt@nwleicester.gov.uk Head of Human Resources and Organisational Development Tel: 01530 454518 mike.murphy@nwleicester.gov.uk	2021/22 Quarter 2 Performance Report	Corporate Scrutiny Committee - 8 December 2021
February 2022							
Minutes of the Coalville Special Expenses Working Party	Cabinet	Key	Public	1 February 2022	Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicester.gov.uk Head of Community Services Tel: 01530 454832 paul.sanders@nwleicester.gov.uk	Minutes of the Coalville Special Expenses Working Party	Coalville Special Expenses Working Party - 14 December 2021

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	Considered by Scrutiny or other Committee
General Fund and Special Expenses Revenue Budget Proposals for 2022/23	Cabinet	Key	Public	1 February 2022	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicester.gov.uk Head of Finance dan.bates@nwleicester.gov.uk	General Fund and Special Expenses Revenue Budget Proposals for 2022/23	Coalville Special Expenses Working Party - 14 December 2021 Corporate Scrutiny Committee - 5 January 2022
Housing Revenue Account (HRA) Budget for 2022/23 24	Cabinet	Key	Public	1 February 2022	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicester.gov.uk Head of Finance dan.bates@nwleicester.gov.uk	Housing Revenue Account (HRA) Budget for 2022/23	Corporate Scrutiny Committee - 5 January 2022
2022 - 2027 Medium Term Financial Plans	Cabinet	Key	Public	1 February 2022	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicester.gov.uk Head of Finance dan.bates@nwleicester.gov.uk		Corporate Scrutiny Committee - 1 September 2021

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	Considered by Scrutiny or other Committee
Treasury Management Strategy Statement 2022/23 and Prudential Indicators 2022/23 - 2024/25	Cabinet	Key	Public	1 February 2022	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Head of Finance dan.bates@nwleicestershire.gov.uk	Treasury Management Strategy Statement 2022/23 and Prudential Indicators 2022/23 - 2024/25	Corporate Scrutiny Committee - 5 January 2022
Investment Strategy - Service and Commercial 2022/23 25	Cabinet	Key	Public	1 February 2022	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Head of Finance dan.bates@nwleicestershire.gov.uk	Investment Strategy - Service and Commercial 2022/23	Corporate Scrutiny Committee - 5 January 2022
2022/23 Capital Strategy and 2022/23 - 2026/27 Capital Programmes	Cabinet	Key	Public	1 February 2022	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Head of Finance dan.bates@nwleicestershire.gov.uk	2021/22 Capital Strategy and 2022/23 - 2026/27 Capital Programmes	Corporate Scrutiny Committee - 5 January 2022
29 March 2022							

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	Considered by Scrutiny or other Committee
2021/22 Quarter 3 Performance Report	Cabinet	Key	Public	29 March 2022	Councillor Richard Blunt Tel: 01530 454510 richard.blunt@nwleicester-shire.gov.uk Head of Human Resources and Organisational Development Tel: 01530 454518 mike.murphy@nwleicester-shire.gov.uk	2021/22 Quarter 3 Performance Report	Corporate Scrutiny Committee - 9 March 2022
June 2022							
Treasury Management Stewardship Report 2021/22	Cabinet	Key	Public	7 June 2022	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Head of Finance dan.bates@nwleicestershire.gov.uk	Treasury Management Stewardship Report 2021/22	Audit and Governance Committee - 20 April 2022
Minutes of the Coalville Special Expenses Working Party	Cabinet	Key	Public	7 June 2022	Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicestershire.gov.uk Head of Community Services Tel: 01530 454832 paul.sanders@nwleicestershire.gov.uk	Minutes of the Coalville Special Expenses Working Party	Coalville Special Expenses Working Party - 27 April 2022

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

COMMUNITY SCRUTINY COMMITTEE – WEDNESDAY, 19
MAY 2021

Title of Report	FOCUS GRANTS - ANNUAL REPORT	
Presented by	Paul Sanders Head of Community Services	
Background Papers	None	Public Report: Yes
Financial Implications	Total grant budget in 2019-20 was £17,300, in 2020-21 it was £16,500 and for 2021/22 it is £18,000.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	Service level agreements with Citizens Advice and Age UK are prepared by the council's legal team given the level of funding provided to these two organisations	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	One part time member of staff is allocated to review the applications, gather further evidence (if required) and monitor the projects.	
	Signed off by the Head of Paid Service: Yes	
Reason Agenda Item Submitted to Scrutiny Committee	Update members on the grants administered by Community Focus Team. This report covers April 2019 to March 2021	
Recommendations	TO PROVIDE COMMENTS ON THE GRANTS AWARDED SUPPORTING COMMUNITY PROJECTS, THE OUTCOMES AND THE CHANGES TO THE REGULAR GRANTS.	

1.0 BACKGROUND

- 1.1 Community Focus provides a summary update on the grants scheme to Community Scrutiny on a biannual basis. The Community Focus team administer various grants. The regular grants are Small Grants Scheme, Green Grants, Coalville Special Expenses Community Chest grant fund and Green Shoots.
- 1.2 In the 2020-21 budget, an additional grant fund was provided to support the VE Day 75 celebrations, however due to COVID and the suspension of grant schemes generally, these funds were returned to the general fund.
- 1.3 This report explains what the grants are for, the procedure for applying for the grants as well as the grants that have been supported in 2019/20 and 2020/21.

2.0 NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL GRANTS

2.1 Small Grant Scheme

2.2 The Small Grant scheme can really make a big difference in helping communities get schemes and projects started. The organisations applying for the grants need to be a not-for-profit, voluntary organisation, community group or a registered charity. Consideration is given to applicants that can demonstrate the benefits of a new and innovative project for the local community and residents of North West Leicestershire.

2.3 Grants are available for one off pieces of project expenditure, equipment and other items or simply just to try something different. The small grant scheme aims to make grants easily available to qualifying local community and voluntary groups. The application process is open all year to organisations.

2.4 The grant scheme allows organisations to apply for up to £500. The application must be 100% match funded for example an application of £250 must be match funded by £250 from the organisation. **Appendix A** provides details of the applications and awards in 2019/20 and 2020/21.

3.0 Green Grant Scheme

3.1 The Green Grants scheme supports environmentally focussed community projects across the district of North West Leicestershire. The grant is open to all constituted organisations. Between April 2019 and 15 March 2021 organisations could apply for £500 with match funding required; this needs to be cash as opposed to in-kind funding, therefore the project should have a minimum value of £1000. On the 16 March 2021 officers relaunched the Green Grant scheme as the Zero Carbon Grant, which permitted organisations to apply for amounts from £50 to £500 which has to be match funded. This was in response to the reduced number of applications received in 2020/21 and demand for smaller environmental projects.

3.2 The project needs to fit around the following themes:

- Community orchard
- Hedge planting
- Native bulb planting
- Wildflower meadow
- General environmental improvements
- Litter
- Flytipping
- Dog fouling
- Recycling
- Composting
- Energy efficiency
- Transport issues
- Cycling/walking

3.3 **Appendix B** provides details of the applications and awards in 2019/20 and 2020/21.

4.0 Coalville Special Expenses Community Chest grant

4.1 The Coalville Special Expenses Community Chest is a grant programme to support and encourage a range of community activities, initiatives and events that meet the needs of residents within the

wards that are close to Coalville who do not have a parish council, these are; **Coalville, Bardon, Snibston, Thringstone and Greenhill**. North West Leicestershire District Council will particularly look at supporting activities that build the strength of community groups and help organisations to support themselves.

4.2 The grant scheme allows organisations to apply for up to £250 with no match funding required.

4.3 **Appendix C** provides details of the applications and awards in 2019/20 and 2020/21

5.0 Green Shoots Scheme

5.1 The Green Shoots grant helps communities brighten up community areas in spring. There are the following bulb selections on offer but officers do their best to accommodate any other suggestions made. The main bulb selections are as follows:

- Narcissi
- Daffodils
- Crocus
- Tulips

5.2 The Green Shoots grant must be match funded and since the minimum order for each variety of bulb is 1000, the applicant must order a minimum of 2000 bulbs to qualify for the grant.

Appendix D provides details of the applications and awards in 2019/20. The scheme was cancelled in 2020/21 due to COVID but is planned to return in 2021/2

6.0 VE Day 75 Grant

6.1 The VE Day 75 Grant was set up for groups/organisations in communities across North West Leicestershire that were looking to commemorate the 75th Anniversary of VE Day in May 2020.

6.2 This was designed to include things such as social events to bring the young and old together, a dance with a commemorative theme/connection, school activities, commemorative bench etc. The project just needed to have a VE Day 75 anniversary commemoration link or theme. This grant was open to parish councils, community groups and schools (schools needed to evidence that their project was totally inclusive of their local community).

6.3 Unfortunately, many of the planned events were then cancelled due to COVID and applications were withdrawn or funds returned to the council where grants had already been awarded.

6.4 The scheme was managed and evaluated in the same manner as the Small Grant Scheme.

6.5 **Appendix E** provides details of the applications and awards in 2020/21.

7.0 SERVICE LEVEL AGREEMENTS

7.1 Citizens Advice

7.2 The district council has supported Citizens Advice (CA) in 2019/20 and 2020/21, to provide residents of North West Leicestershire with advice, information and representation.

7.3 The organisation provides advice on the following subjects.

- Money Advice
- Welfare Benefits
- Employment

- Housing.
- Family and Personal matters

7.4 The organisation provides assisted information and/or signpost to a specialist service (e.g. Citizens Advice Consumer Helpline) on the following subjects:

- Consumer
- Taxes
- Immigration and Nationality
- Health
- Education

7.5 Households or individuals who are homeless or threatened with homelessness are prioritised for advice appointments and are expected to be seen within 10 working days.

7.6 It is a fundamental principle of the service that advice is free, impartial, independent and confidential.

Financial Year	Financial Support	Homelessness Element
2019/2020	£69,840	£10,000
2020/2021	£71,050	£10,000

7.7 Due to the value of this Grant a formal Service Level Agreement was drafted by the Council's legal team and signed by the Head of Legal on the authorisation of the Strategic Director of Place in accordance with the Council's contract procedure rules.

7.8 A summary of the service provided by CA is attached as **Appendix E**.

8.0 Age UK

8.1 The district council has supported Age UK in 2019/20 and 2020/21, to deliver to the residents of North West Leicestershire with a befriending service for older residents to reduce social isolation, promote independent living and enable access to services through information and support.

8.2 Age UK also provide and support volunteering opportunities to residents of the district, reducing social isolation, improving employment skills and experience.

Financial Year	Financial Support
2019/2020	£21,560
2020/2021	£21,560

8.3 Due to the value of this Grant a formal Service Level Agreement was drafted by the Council's legal team and signed by the Head of Legal on the authorisation of the Head of Community Services in accordance with the Council's contract procedure rules.

8.4 A summary of the service provided by Age UK is attached as **Appendix F**.

9.0 SUMMARY OF APPLICATIONS FOR 2019/20 and 2020/21

Small Grant	Total applications	Successful	Unsuccessful	Withdrawn / Pending *	Total Council Spend	Total Value of Projects
2019/20	17	14	1	2	£6,214.17	£143,482.90**
2020/21	8	3	0	5	£1,350.00	£2,994.00

**Total project value includes 1 x large project (Measham Baptist Church - £116,000)

Green Grant	Total applications	Successful	Unsuccessful	Withdrawn / Pending *	Total Council Spend	Total Value of projects
2019/20	11	10	-	1	£5,000.00	£20,127.16
2020/21	5	1	0	4	£500.00	£2143.00

Coalville Special Expenses (CSE) community chest	Total applications	Successful	Unsuccessful	Withdrawn / Pending *	Total Council Spend	Total Value of projects
2019/20	9	5	1	3	£1,125.43	£5,593.77
2020/21	5	2	1	2	£499.00	£555.00

Green Shoots Scheme	Total applications	Total Council Spend	Total bulbs distributed
2019/20	20	£2,600	52,000
2020/21	N/A	N/A	N/A

Total Council Spend	Total Value of projects
£1,280.59	£3,047.59

¹This was funded from additional budget allocated 2019/20 and from small grant budget in 2020/21

* The reasons for the withdrawal of applications; the application does not meet the criteria; the applicant does not provided the information required to progress the applications or the applicant decided to withdraw their application. Pending applications are waiting for further information from the applicant or in the process of being evaluated.

9.6 The total funding given out in 2019/20 was £16,220.19 bringing £172,251.02 into the district.

9.7 The total funding given out in 2020/21 was £3,629.59 bringing £8739.59 into the district.

10.0 GRANTS FOR 2021/2022

10.1 Our intention for 2021/22 is to introduce digital forms for all of the community grant applications. Currently the applications are in an editable PDF format and have to be downloaded by the applicant before saving and emailing. Our aim is to make the application process more user-friendly, customer focused and to bring it in line with the other services offered by the council. The application process can be inefficient as applicants often do not attach the required supporting documentation such as quotes, bank statements etc. By moving to a digital form, we will be able to ensure the supporting documents are uploaded before the application can be submitted, therefore

speeding up the application process and reducing the amount of administration required. PDF versions of the form will be maintained and available on request for applicants who wish to print and post the forms.

- 10.2 Small Grant Scheme, 2021/22 budget has been set at £11,000
- 10.3 Zero Carbon Grants (formerly Green Grant) 2021/22 budget has been set at £5000 and this includes the “Green Shoots” scheme, which we are hoping to be able to relaunch following the suspension of the scheme in 2020 due to the pandemic. We are hoping that the reduction in minimum project value for the Zero Carbon Grant (previously £1000), will encourage more applications for smaller, more diverse projects in the district.
- 10.4 Coalville Special Expenses Community Chest, 2021/22 budget will be £2,000.
- 10.5 Green Shoots, 2021/22 is being supported by the Zero Carbon Grants budget.
- 10.6 We are looking at making an additional themed grant available, to launch in early 2022 for the Queen’s Platinum Jubilee. This will be available to community groups, schools, and parish councils in order for them to hold activities in the community to celebrate. A budget will be set for the 2022/23 financial year.
- 10.7 CONTAIN funding (Community and Sports Club COVID support grant) will be delivered in partnership with the Health and Wellbeing Team in March 2021. The initial allocation of funds was managed through a deadline driven application process, future allocations will be managed via a rolling application process with consideration being given to expand the eligibility criteria to ensure that as many community groups are supported to stay open and resume activities in a COVID safe way. So far, £6,197.24 has been awarded to community groups and sports clubs from this fund.
- 10.8 The Community Focus Team is working with Environmental Protection to administer a £15,000 budget for litter picking equipment for parish councils from May 2021.

Policies and other considerations, as appropriate	
Council Priorities:	Insert relevant Council Priorities: <ul style="list-style-type: none"> - Supporting Coalville to be a more vibrant, family-friendly town - Support for businesses and helping people into local jobs - Developing a clean and green district - Local people live in high quality, affordable homes - Our communities are safe, healthy and connected
Policy Considerations:	n/a
Safeguarding:	Applicants are required to submit copies of their safeguarding policies where the project directly involves children or young people or where deemed necessary.
Equalities/Diversity:	Grants applications are evaluated consistently against the grant criteria and subject to an approval process to ensure that every application is considered equally.

Customer Impact:	Successful grants awarded directly enhance the community of North West Leicestershire and its residents.
Economic and Social Impact:	Successful grants awarded directly provide an economic and social impact by providing employment opportunities to organisations and businesses within in the district who are contracted to provide good and services. We would encourage organisations to buy local.
Environment and Climate Change:	Grant schemes actively support and promote the Zero Carbon agenda.
Consultation/Community Engagement:	Ward members are asked for comments on CSE applications.
Risks:	Reputational risk is managed by ensuring we support positive community applications. Support for applications is provided to ensure they are not refused where possible.
Officer Contact	Paul Sanders Head of Community Services paul.sanders@nwleicestershire.gov.uk

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The Small Grant applications received in 2019/20

	Applicant	Project	Application Amount	Total Project Value	Application Status
1	Blackfordby Old School Room	Security lights for outside and loft ladder	£ 241.50	£ 483.00	Approved
2	Ebenazer Baptist Church	Access improvement project ladies toilet into a full disabled toilet facility	£ 500.00	£ 8,900.00	Approved
3	Ashby Hastings Scout Club	Energy efficient lighting	£ 294.91	£ 589.82	Approved
4	Heartland Youth for Christ	Hearthland Youth For Christ Summer Camps	£ 500.00	£ 1,305.00	Unsuccessful - Did not meet criteria (not a new project)
5	Measham Baptist Church	Accessible entrance and toilets	£ 500.00	£ 116,000.00	Approved
6	Appleby Magna Cricket Club	Purchase of new benches	£ 245.98	£ 491.97	Approved
7	West Leicestershire Community First Responder Group	Purchase of training manikin	£ 500.00	£ 1,400.00	Approved
8	Munch Mob Holiday Club	Holiday club providing craft sessions and hot meal	£ 500.00	£ 1,230.00	Approved
9	Belton Pre-School Playgroup	Catering facilities and safe storage	£ 500.00	£ 1,486.55	Approved
10	Staunton Harold Womens Institute	Purchase of defibrillator	£ 500.00	£ 1,016.00	Approved
11	Donisthorpe Youth Club	Discovering Donisthorpe - Model Railway and Heritage	£ 500.00	£ 2,157.22	Approved
12	Ashby Street Pastors	Purchase of uniforms	£ 500.00	£ 1,284.00	Approved
13	Without Walls Christian Fellowship	The Singing Café Ashby	£ 488.75	£ 5,370.28	Approved
14	Castle Donington Youth Club	Castle Donington Youth Club	£ 443.03	£ 886.06	Approved
15	Roots Community Singers Community Group	Roots Community Singers	£ 500.00	£ 2,188.00	Approved
16	One Kegworth	One Kegworth	£ 456.00	£ 2,814.20	Withdrawn - Event Cancelled
17	Ashby Inside Out	Bringing people together	£ 402.65	£ 805.30	On Hold - Event Postponed

Total Funding Requested	£ 7,572.82
Total Funding Approved	£ 6,214.17
Total Project Value (Successful Applications)	£ 143,482.90

The Small Grant projects received in 2020/21

	Applicant	Project	Application Amount	Total Project Value	Application Status
1	National Forest Responders	Modernising Kits	£500	Not known - Application incomplete	Withdrawn - Did not meet criteria (replacement equipment)
2	Griffydam Community Group	Public access defibrillator	£500	£1,099	Approved
3	Coalville Amateur Boxing Club	Pop up boxing training	£500	£1,460	Withdrawn
4	Marlene Reid Centre	Main Hall Upgrade	£400	£895	Approved
5	Desford Colliery Band	Additional Storage	£450	£1,000	Approved
6	Kegworth Plan Group	Litter Picking Equipment			Withdrawn - Re-applied to Zero Carbon Grant
7	Scotlands Bowls Club	Refurnishing Bowls Club	£500	£1,028	Pending
8	Phoenix Childrens Foundation	Space, Awareness, Friendship, Enrichment	£400	£908	Pending

Total Funding Requested	£	3,250.00
Total Funding Approved	£	1,350.00
Total Project Value (Successful	£	2,994.00

The Green Grant applications received in 2019/20

	Applicant	Project	Application Amount	Total Project Value	Application Status
1	Snarestone Parish Council	Snarestone in Bloom	£ 500.00	£ 1,100.00	Approved
2	Swepstone Parish Council	Purchase of new noticeboard and litter picking equipment	£ 500.00	£ 1,426.80	Approved
3	Belton Village Hall	Replacement LED lighting	£ 500.00	£ 1,483.00	Approved
4	Woodstock in Whitwick	Biodegradable cups for event	£ 500.00	£ 5,400.00	Approved
5	Ibstock Allotments Community Orchard	Plant up an unused area to create a community orchard	£ 500.00	£ 1,500.00	Pending - WITHDRAWN
6	The Palace Community Centre	Replacement LED lighting	£ 500.00	£ 2,269.20	Approved
7	Hugglescote & Donington Allotments	Drainage system	£ 500.00	£ 3,396.00	Approved
8	Coalville Town Bowls Club	Energy efficient boiler	£ 500.00	£ 2,238.00	Approved
9	Measham Village Hall	Replacement LED lighting	£ 500.00	£ 1,262.00	Approved
10	Whitwick Parish Council	See your way into Whitwick's Past with WHG	£ 500.00	£ 1,048.16	Approved
11	Marlene Reid Centre	Replacement LED lighting	£ 500.00	£ 504.00	Approved

Total Funding Requested	£ 5,500.00
Total Funding Approved	£ 5,000.00
Total Project Value (Successful)	£ 20,127.16

The Green Grant applications received in 2020/21

	Applicant	Project	Application Amount	Total Project Value	Application Status
1	Phoenix Centre	Phoenix Go Green	£ 500.00	£ 1,800.00	Pending
2	Rotary Club Ashby de la Zouch Castle	Hood Park Enhancement	£ 500.00	£ 2,143.00	Approved
3	4th Ashby Scouts	Solar Lights	£ 275.00	£ 275.00	Pending
4	Kegworth Plan Group	Community Litter Picking	£ 498.24	£ 996.48	Pending
5	Measham Leisure Centre	Measham Energy Project	£ 500.00	£ 3,268.00	Pending

Total Funding Requested	£ 2,273.24
Total Funding Approved	£ 500.00
Total Project Value (Successful)	£ 2,143.00

The Coalville Special Expenses Community Chest applications received in 2019/20

	Applicant	Project	Application Amount	Total Project Value	Application Status
1	Coalville Drama Group	New trollies to transport chairs	£ 250.00	£ 285.00	Approved
2	Heartland Youth for Christ	Satellite	£ 250.00	£ 250.00	Unsuccessful - Did not meet criteria
3	Without Walls Christian Fellowship	The Singing Café	£ 250.00	£ 4,682.33	Approved
4	Moweth Peer Support Group	"Keep us going"	£ 250.00	£ 483.60	Unsuccessful - Was not sustainable
5	Thringstone Miners Social Centre	Social Bingo for the isolated and vulnerable	£ 127.50	£ 127.50	Approved
6	Friends of Coalville Park	Coalville Park Wildlife Box Trail	£ 250.00	£ 251.01	Approved
7	Friends of Greenhill Tenants Association	Greenhill Family Christmas Party	£ 247.93	£ 247.93	Approved
8	Coalville Community Action Zone	Brighter Coalville	£ 245.60	£ 245.60	Withdrawn
9	Coalville Drama Group	New partitions for stage	£ 250.00	£ 280.00	Pending

Total Funding Requested	£ 2,121.03
Total Funding Approved	£ 1,125.43
Total Project Value (Successful Applications)	£ 5,593.77

The Coalville Special Expenses Community Chest projects received in 2020/21

	Applicant	Project	Application Amount	Total Project Value	Application Status
1	Broom Leys Allotment Society	Project Clean Up	£ 248.00	£ 248.00	PENDING
2	Marlene Reid Centre	Conference Room Upgrade	£ 250.00	£ 306.00	approved
3	We Care UK	Elderly Social Isolation Prevention	£ 250.00	£ 250.00	withdrawn
4	Falcon Support Services	Coalville House	£ 249.00	£ 249.00	approved
5	Heartland Youth For Christ	Let's Get Digital	£ 250.00	£ 529.00	Unsuccessful - Did not meet criteria

Total Funding Requested	£ 1,247.00
Total Funding Approved	£ 499.00
Total Project Value (Successful Applications)	£ 555.00

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The Green Shoots projects received in 2019/20

	Applicant	Applicant Contribution	NWLDC Match Funding	Number of Bulbs
1	Thringstone Primary School	£ 100.00	£ 100.00	2000
2	Friends of Thringstone	£ 100.00	£ 100.00	2000
3	Sweepstone Parish Council	£ 300.00	£ 300.00	6000
4	Snarestone Parish Council	£ 100.00	£ 100.00	2000
5	Donisthorpe Community Group	£ 150.00	£ 150.00	3000
6	Worthington Parish Council	£ 100.00	£ 100.00	2000
7	Moira Village Hall	£ 100.00	£ 100.00	2000
8	Measham Parish Council	£ 100.00	£ 100.00	2000
9	Belton Parish Council	£ 100.00	£ 100.00	2000
10	Ashby Town Council	£ 250.00	£ 250.00	5000
11	Measham Church of England Primary School	£ 150.00	£ 150.00	3000
12	Long Whatton & Diseworth PC	£ 100.00	£ 100.00	2000
13	Coalville Community Action Group	£ 150.00	£ 150.00	3000
14	Breedon on the Hill Parish Council	£ 100.00	£ 100.00	2000
15	Measham Medical Unit	£ 100.00	£ 100.00	2000
16	Ellistown & Battleflat PC	£ 150.00	£ 150.00	3000
17	Heather Parish Council	£ 100.00	£ 100.00	2000
18	Hugglescote Parish Council	£ 150.00	£ 150.00	3000
19	Appleby Magna PC	£ 100.00	£ 100.00	2000
20	Whitwick Parish Council	£ 100.00	£ 100.00	2000
	Totals	£ 2,600.00	£ 2,600.00	52,000

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The VE Day 75 Grant applications received in 2019/20 and 2020/21

	Applicant	Project name	Application Amount	Total Project costs	Project Status
1	Ellistown & Battleflat Events & Engagement	VE Day Tea Party	£ 250.00	£ 400.00	Cancelled and Funds Returned
2	Hugglescote & Donington le heath allotments	VE Day remembrance garden	£ 199.00	£ 199.00	Completed
3	New Swannington Primary School	Tea Party	£ 250.00	£ 250.00	Completed
4	Coleorton Parish Council	VE Day Dance	£ 250.00	£ 460.00	Withdrawn
5	Diseworth Village Hall	Party in the Park	£ 250.00	£ 271.00	Cancelled and Funds Returned
6	Donisthorpe Community Fund	VE Day 75 years on	£ 250.00	£ 2,000.00	Withdrawn
7	Measham Parish Council	VE Day Anniversary Bench	£ 250.00	£ 1,680.00	Completed
8	Griffydham Primary School	Community VE Day Celebration	£ 250.00	£ 250.00	Withdrawn
9	Venia Byron	Dance Hall Wartime Escape	£ 250.00	£ 250.00	Unsuccessful - Did not meet criteria - Private
10	Ravenstone Village Institute	VE Day 75 years on	£ 100.00	£ 100.00	Withdrawn
11	Worthington Primary School	Afternoon Tea Party	£ 250.00	£ 336.79	Cancelled and Funds Returned
12	Belton Village Hall	VE Day Commemoration Swing Dance	£ 250.00	£ 770.00	Cancelled and Funds Returned
13	Central Ashby Tenants Association	VE Celebration	£ 231.59	£ 231.59	Completed
14	Breedon Loveliness Community Group	VE Day Street Party	£ 250.00	£ 350.00	Withdrawn
15	Willesley Tenants Association	Street Party	£ 250.00	£ 250.00	Withdrawn
16	Whitwick Historical Group	VE Day Remembered	£ 250.00	£ 260.00	Cancelled and Funds Returned
17	Chilcote Village Hall Comm Group	VE Day Family BBQ	£ 250.00	£ 250.00	Withdrawn
18	Packington Parish Council	Anniversary evening of VE Day	£ 250.00	£ 1,075.00	Cancelled and Funds Returned
19	Friends of Fairfield Tenants Association	VE Day garden party	£ 250.00	£ 302.00	Withdrawn
20	Thringstone Primary School	VE Day Tea Party	£ 100.00	£ 100.00	Completed
21	Charles Booth Centre	VE Day celebrations	£ 250.00	£ 268.76	Withdrawn
22	Hugglescote Community Primary School	VE Day 75 school assembly	£ 250.00	£ 375.00	Withdrawn
23	Castle Donington Parish Council	VE Day May Market	£ 250.00	£ 402.04	Withdrawn
24	Ashby Town Council	Ashby Picnic the Park	£ 250.00	£ 6,184.40	Withdrawn
25	Friends of Coalville Park	Spitfire Model	£ 248.98	£ 248.98	Withdrawn
26	Ravenstone Local History Group	VE Day in Ravenstone	£ 161.19	£ 161.19	Withdrawn
27	Friends of Newbold School	Newbold VE Day Big Lunch	£ 250.00	£ 571.00	Withdrawn
28	Osgathorpe Parish Council	VE Day 75 anniversary children's party and project	£ 250.00	£ 450.00	Withdrawn
29	Friends of Greenhill TARA	VE Day 75th Celebration	£ 250.00	£ 252.75	Withdrawn
30	Woodstock in Whitwick	Whitwick's VE Day Party in the Park	£ 250.00	£ 1,620.00	Withdrawn
31	Lockington-Hemington Parish Council	Reinstallation of flagpole	£ 250.00	£ 587.00	Completed
32	Sweepstone Parish Council	VE Day celebrations	£ 250.00	£ 581.32	Withdrawn
33	Bubbles Toddler Group	Bubbles Very Exciting VE Day Party	£ 250.00	£ 535.02	Withdrawn
34	Ashby Arts Festival	app form blank	£ 250.00	NOT KNOWN	Withdrawn
35	Measham Leisure Centre	Measham Afternoon Tea and Entertainment	£ 250.00	£ 400.00	Withdrawn

Total Funding Requested	£	8,290.76
Total Funding Given	£	1,280.59
Total Project Value (Successful Applications)	£	3,047.59

Unsuccessful Applications	1
Withdrawn Applications (events cancelled)	22
Event cancelled - funds returned	6
Project completed and monitoring	6

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Briefing for NWLDC on advice services during 2020/21 and the impact of the Covid pandemic on those services

When lockdown was announced on 16th March 2020, we had to move very quickly to telephone and digital services only, provided from remote individual locations rather than communal offices. This meant a huge piece of work getting volunteers and staff set up on our telephone advice system and ensuring that everyone involved would have access to equipment to enable them to work and volunteer from home.

Within a week, despite the enormous challenges, we were providing an extended phone and email service and have continued in the development of remote services since then. Some of our existing volunteers, unable to make the change to remote channels, are currently not active in the service, although still wishing to resume their volunteering as soon as they can.

Despite the fact that not all of our volunteers have been able to participate, we've been able to maintain our reach in North West Leicestershire as shown in the Headline and Comparison stats in Section 1 - Key Achievements:

1. Key Achievements of 2020/21

- Achieving a smooth transition to remote channels whilst still being able to help our vulnerable clients and continuing to strengthen our working relationships with local authority departments.
- Continuing to provide a quality advice service for the residents of North West Leicestershire, despite the pandemic.
- Developing our online referral route for partner agencies to allow for smooth referrals through to the right service for Local Authority departments and other partners.
- Developing on-line recruitment and training for staff and volunteers which has allowed us to fill staff vacancies when they have arisen and recruit a new cohort

of volunteers being trained and working from home.

2. Headline stats for 2020/21 & Comparison stats 2019/20 & 2020/21

Total number of unique clients advised	2,562
Total number of cases (including new and repeat clients)	2,682
Number of issues dealt with	7,095
Number of activities	6,581
Number of older people advised	697
Total amount of debt dealt with	£976,490
Total amount of income gained	£1,308,389
Online Adviceguide views by North West Leicestershire residents	58,537

Below is a comparison between 2019/20 and 20/21: despite the challenging conditions, we managed to do slightly better in all areas except debt which is covered more in Section 2.

Description	2019/20	2020/21
Total number of unique clients advised	2,279	2,562
Total number of cases (including new and repeat clients)	2,569	2,682
Number of issues dealt with	7,040	7,095
Number of activities	5,417	6,581
Number of older people advised	656	697
Total amount of debt dealt with	£1,968,123	£976,490
Total amount of income gained	£970,898	£1,308,389
Number of online Adviceguide views by North West Leicestershire residents	49,987	58,537

3. Services

Since the start of the first lockdown, all of our services have been delivered remotely, either by telephone or by email. We have, so far, been able to deal with all enquiries, providing information and assistance and there have been no instances of us being unable to help someone through a remote channel. However, we are aware that there may be a small number of residents who have not been in touch with us as they cannot engage through the channels available.

As well as financing the services listed above, the core funding we receive allows us to bring in funding for specialist services and projects which also benefits the residents of North West Leicestershire and are listed below. These services have continued remotely throughout the pandemic:

- **Macmillan Benefits Advice Project** covering the whole of the County and the City providing benefits advice and casework (including appeals and representation) for those affected by cancer. The current contract, which was due to expire on 31st December 2019, has been further extended until December 2021.
- **East Midlands Money Advice Project**, now funded by The Money and Pension Service, which took over from The Money Advice Service, providing specialist debt casework and one off advice across the County.
- **MESO UK Benefits Advice Project** - this project continues to provide a mixture of telephone and online face to face help for people suffering from Mesothelioma, an aggressive cancer related to exposure to asbestos and for which there is currently no known cure.
- **The Pensionwise Service** - LeicesterShire CitAL was successful in its bid to deliver the National Pensionwise Service across Leicestershire, Leicester City and Rutland. This provides information to those approaching retirement age who are contemplating taking advantage of the changes in pension regulations allowing people to take part or all of their pension pot as a lump sum.
- **The Help to Claim Service** - this service helps new claimants to apply for Universal Credit and continues to assist them until they receive their first full payment. This was a DWP response to the many issues around claiming Universal Credit and the acknowledgement of the need for widespread support. The service currently provides assistance by telephone or webchat through a team of specialist advisers.
- **Auxiliary Money Support Service:** With regard to the national concern regarding the predicted surge in debt, we have secured funding for 1 year for a new project, the Auxiliary Money Support Service (AMSS), which is designed to increase local capacity for debt advice in the wake of Covid-19, and enhance

the range of debt and money support available for Leicestershire residents, particularly those experiencing mental health issues which impact on their ability to deal with debt, and assist with benefit application. We are currently recruiting to this team.

4. Areas of advice

- Benefits issues remain the highest area of demand representing almost 52% of all enquiries from North West Leicestershire residents. The lack of face to face has presented some problems where a paper application form for benefits is required, and, while we have been able to overcome this, it is a lengthy and time consuming process. To improve accessibility for all we are actively campaigning for all benefit applications to be available online.
- Employment enquiries have risen significantly with redundancy and furlough the most frequent topics. We are expecting a further surge in redundancy enquiries when the current furlough comes to an end on the 30th September, and businesses have to make some hard decisions around staff retention. Whilst employment has traditionally been just a small proportion of enquiries, it has risen significantly during the pandemic.
- Debt has always made up a significant part of our work, but there has been a sharp reduction in debt clients in line with a national trend. People have been taking advantage of the support put in place by government and financial institutions - payment holidays, restrictions on enforcement action etc - and, as a result, have put off dealing with their debt. However, with these supports gradually ending, we are already beginning to see a steady increase in debt work with a significant surge predicted in the near future. Because there was a cessation of enforcement action on rent arrears, there has been a steady rise in this area but with little debt work, mainly we believe because tenants knew they were safe from eviction. However, with those protections coming to an end, we expect to see a sharp rise in clients facing homelessness, especially in the private sector. Similarly we are seeing an increase in Council Tax arrears.
- There has been an emerging issue with regard to contact with children where contact for non custodial parents and the wider family have been restricted due to the perceived risk of coronavirus. We flagged this with the national organisation as part of our campaigning work and subsequently the Government have now issued a briefing paper, 'Coronavirus: Separated Families and Contact

with Children in Care’, published by the House of Commons on Wednesday 23rd September with clarification on this subject.

- Despite information nationally indicating an increase in Domestic Abuse, we have not seen any substantial increase, possibly because this is being picked up by specialist services. We have advised 6 clients reporting domestic abuse and 3 reporting child abuse. We are continuing to monitor this.

5. Development

We were just embarking on a review of services and how we deliver them when the pandemic hit. We have continued with that review, incorporating the valuable learning from the adaptations we have had to make, and also considering both short and long term goals. The main thrust of the review is to make sure that services remain relevant and fit for purpose in an uncertain landscape:

- **Face to face services**

Now that restrictions are being lifted we are looking at our face to face services and how we want to provide these going forward. With regard to the pandemic, there are still precautions that need to be taken, especially as most of our interview rooms at the Council offices have little or no access to fresh air and are also not large enough to allow for any social distancing. We will be embarking on risk assessment in the near future and this will allow us to gauge what needs to be in place to safeguard staff, volunteers and clients. Initially however, there will be no return to a drop-in service. In both the short and long term we intend to ensure that any face to face services will be reserved for those clients who are very vulnerable and for whom remote channels are not suitable. So face to face appointments will be booked according to need and the nature of the assistance required. Furthermore, when we are able to re-introduce a drop-in service it will only be available for vulnerable clients in crisis or with real emergencies. Anyone attending the offices who does not fit these criteria will be asked to ring our adviceline or self refer through our online referral system/email.

- **Video interviewing**



We have been considering how we can expand remote channels of communication, looking at systems which offer video call access as a part of day to day operations, and can mimic that face to face contact which we are currently missing. We were able to obtain funding to allow a 12 month pilot of a system called Attend Anywhere, which is widely used in clinical settings across the country. From a client point of view, it is simple to use, requires no software download and can be accessed from desktop computers, laptops, tablets and mobile phones. We simply send a link to the client with the date and time of the appointment and they use the link to enter a virtual reception area from which the adviser will collect them. We are currently rolling this out across our teams and have just started implementation in the County. We believe it has many advantages especially for those with limited access to public transport, who live in rural areas or who are housebound. For those clients who can use it, it has the advantage of being able to see the adviser 'face to face' and, if the client needs support, family members or support workers can be invited to attend without needing to be physically present.

- With the ongoing effects of the Covid 19 pandemic, and our move to delivering advice via remote channels, we have begun to lose volunteers for whom telephone and digital work is not something they want to do. This is a sad loss of experience and knowledge but we are currently recruiting volunteers specifically for home working and advising via remote channels. This is proving to be popular and we are getting regular applications which will allow us not only to sustain the current service but expand it. We have had 30 applications over the last few months and many have already started their training. They will be used to answer calls on our advice line across all of our County districts.
- Our training team has successfully made the transition to remote volunteer recruitment and training and we are specifically recruiting volunteers able to work remotely from home , using telephone, email and video call channels. We have also moved our recruitment of paid staff to a remote model and have successfully filled a number of vacancies.

- The National Adviceline and Local Adviceline have introduced freephone numbers so nobody ringing us will be charged for the call. The new numbers can be found on our website. Our old number is still operating but it gives the option of terminating the call and redialing the free phone number if continuing to incur a charge for them.
- We have been working hard to secure funding to update our IT equipment and have been successful in that endeavour. We are now looking at funding to allow us to equip access points, especially in rural settings where clients who do not have smart devices can access a computer to allow them to have an Attend Anywhere interview or possibly have a telephone interview.

6. Joint Working

We already have some well established joint working with partners but need to continue to develop this for the benefit of all of our customers/clients. To this end, we are looking to:

- Continue our involvement with the City and County Social Welfare Cell of the Local Resilience Forum COVID 19 Recovery Phase which aims to support communities/groups who have been disproportionately affected by the Pandemic.
- Work with partners to improve take up of our online referral system.
- Continue the development of systems such as Attend Anywhere for appointments where support workers and other professionals can attend to support/assist the client.
- Look at how we can work with other organisations to assist those who are struggling with remote channels.



Appendix 1
Case Study

Profile of Client:

Client is a single mother, aged 42, who lives with her 2 daughters aged 18 & 2. She has received no maintenance from either girls' father as both are unemployed due to Covid-19. She is struggling to afford food. She is unemployed and on benefits - Universal Credit, Housing Benefit, Council Tax reduction and Child Benefit.

Summary of issues:

Client recently moved house to a Housing Association (HA) house. Job Centre said they would only pay £300 towards her £600 rent per month but HA said they would pay in full. UC then paid her full housing benefit to her and not HA when she moved in. Rent then went up by £18 in April and she told UC. They are now deducting £54 per month from her UC because they say she has breached the benefit cap. She is confused. She is also paying back a UC loan to help with the moving costs. She used the loan to buy a fridge, a cooker & a few essentials. She has a child's bed for her 2 year old to move into but she and her elder daughter sleep on old mattresses on the floor.

As she has not received maintenance from her children's father for some time due to the pandemic she is struggling to buy food and has no money for anything else.

Options Discussed & Advice Given:

Offered the client a food voucher to help with the food situation. Explained she can have up to 3 in a six month period but to return if she needed more as we could ask the food bank. Client to attend the Food Bank.

Advised client that she might be able to get help with beds and possibly other household furniture through Leicester Charity Link (LCL). Unfortunately, local resources such as the MRC Furniture project, were closed due to the pandemic. Explained she would need to think about her priorities as there is scope to ask for 3 things. Bed with a mattress should



<p>count as one. She also said she had no table for the family to eat at so added table & 4 chairs to the list. Advised that she needs to identify approximate costs, although LCL can often supply the items rather than the money. Advised her on the information she needed for the form.</p>
<p>Any action taken by the adviser:</p> <p>Adviser contacted her to complete the form which was sent to LCL requesting 2 beds and a table & chairs.</p> <p>Client confirmed she had resolved the Benefit Cap issue and did not require further help with this.</p>
<p>Outcome :</p> <p>LCL were not able to supply the table & chairs. They were unable to supply the beds requested immediately due to stock problems but could supply two new mattresses. Client was happy with this as she could place the new mattresses on the old and this would raise them up higher off the floor.</p> <p>Client collected food from the food bank and was invited to return if further help needed.</p>
<p>Any unusual factors or difficulties for client:</p> <p>No</p>

Appendix 2

Quote from a volunteer working remotely

"I used to really enjoy working from an office with fellow volunteers and CitAL staff but accept that this isn't possible at the moment. But as time has gone on I have found that working remotely has big advantages. For example, I don't now have to drive to Lutterworth or Blaby or Market Harborough. And I also have greater flexibility with my time - so if my youngest son has to be at home from school for a Covid related reason, I can be at home with him, but can also put in some hours for CitAL.

"I am also glad to be able to continue volunteering for CitAL which wouldn't have happened if we weren't able to work remotely. This means I can maintain my skills, do further training and, most importantly, I can keep helping those in need of CitAL services. I started by doing email work during full lockdown but now that full lockdown has ended and we have fewer family in the house I have moved to Adviceline. Recently I had to self isolate for 14 days and being able to continue to volunteer from home really helped me to keep myself busy (and hopefully was good for clients too!). Another factor for me is that I am still able to access supervision remotely, which is very important to me, so all in all it is working well".



LeicesterShire

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Age UK Leicester Shire & Rutland: Report to Community Scrutiny Committee (North West Leicestershire District Council).

Age UK Leicester Shire & Rutland is a local charity and voluntary organisation.

We are also an Age UK Brand Partner and as such, we share a recognisable national name.

Our organisation's aim is to provide local older people with the services, support, and advice that they need in order to remain safe and well in their community.

Age UK Leicester Shire & Rutland has adapted during the Covid-19 pandemic so that it can continue to support older people, their families, and informal carers.

North West Leicestershire District Council fund Age UK Leicester Shire & Rutland to provide a befriending service through a Service Level Agreement. This service recruits and matches volunteers to support socially isolated and lonely older people. This type of support can prevent potentially vulnerable older people from crisis situations. In recent years, there has also been a growing body of research that indicates a strong link between loneliness and health.

Prior to the first lockdown in 2020, the befriending service was providing home visits to the majority of clients. The service adapted quickly to continue providing support remotely. The majority of befriending support is currently provided via telephone, but the service also offers support using text and email if preferred.

The service employs a part-time co-ordinator who currently oversees 36 active volunteers. In March 2021, the service supported 50 older people.

In accordance with government guidance, the befriending service provided socially distanced visits to clients in gardens, where and when it was possible. This took place in August and September 2020. All visits were carried out only after a detailed risk assessment had been completed. As infection rates increased significantly, all face to face visits were suspended and the service reverted to telephone befriending.

We are currently planning to resume face to face befriending activity in mid-May. This will be dependent upon the continued easing of restrictions and will also be subject to risk assessments. Each befriending risk assessment will also be reviewed before visits are resumed.

Our Befriending Co-ordinator continues to provide volunteers with regular updates on sources of support that are relevant to both volunteers and their befriendees. This includes emotional support, support with maintaining physical wellbeing, access to food, including support with the home delivery of meals, support with accessing food banks etc, helplines and community hubs.

The Befriending Co-ordinator has supported the volunteers throughout the lockdowns to ensure that they are well and continuing to enjoy and benefit from

volunteering. More recently, the Befriending Co-ordinator has engaged with a wellbeing project that is being delivered by the District Council to offer mental wellbeing support through physical activity.

The Befriending Co-ordinator has also maintained direct contact with the most vulnerable clients during lockdown. It is clear that this additional support has been needed at a time when isolated older people have been disproportionately impacted by the negative effects of lockdown and shielding.

The Befriending Co-ordinator has been maintaining links with Adult Social Care, Local Area Co-ordinators, GP Surgeries other agencies, both statutory and voluntary. In particular, connections with local Social Prescribing Link Workers have been of great value and a number of new referrals for telephone befriending have been received, feedback from clients has been very positive, see below.

Recent feedback from a Social Prescriber (anonymised):

“There has been a marked improvement in her mood since I last spoke to her, and when I asked why she felt this was, she said it is because she has a telephone befriender. *** says she now realises the importance of having someone outside the family that she can speak to about her feelings of bereavement after losing her husband. She felt she could not share these with the few remaining family members she has, as they are experiencing similar emotions. I asked her consent to share such positive feedback, and she was more than happy for me to do so. It’s so encouraging to see that such a positive impact can be made so quickly, and also highlights the importance of isolated people having someone to speak to.”

****** was delighted and said “They couldn’t have given me anyone better”. She went on to explain that she and **** (Volunteer) have a lot of common interests and she feels that it is very easy to make conversation with her.***

The scheme has continued to receive enquiries about volunteering and a number of volunteers have recently joined as telephone befrienders. Going forward, these volunteers will be encouraged to consider home visiting and a number have already expressed interest. Articles printed in local magazines aimed at recruiting new volunteers and also service users have been successful and continue to be an effective method for recruiting volunteers and clients and raising the profile of the service in local communities.

Other Services:

Alongside our befriending service, Age UK Leicester Shire & Rutland has continued to provide a range of other services in North West Leicestershire:

Information and Advice: We continue to provide free information and advice to local people through our Telephone Advice Line. Our local office will be re-opening in Coalville Library in May (funded directly by Age Leicester Shire & Rutland).

Domiciliary Care: Our CQC registered domiciliary care service has continued to operate during lockdown. During 2020, we provided 2000 hours of care in North West Leicestershire.

Independent Care Act Advocacy Service: We provide free, person centred and confidential Independent Care Act Advocacy Support to empower individuals living in Rutland, Leicestershire and the City of Leicester, who have substantial difficulty in engaging with care and support processes and who have no appropriate person to support them (contract with City and County Councils).

Last Orders Project: This project has been running since the beginning of January 2017. During 2020 and 2021, the project has continued to provide people over 50 with support and advice regarding substance misuse. Post Covid-19, the project will resume an extensive programme of talks and presentations, that will focus on raising awareness of the problems associated with alcohol misuse and other forms of substance misuse. A variety of training tools are used to demonstrate the value to awareness regarding the consumption of alcohol e.g., pouring correct unit measures, possible contraindications with medicines and the effect of alcohol on driving. The project is currently delivered as a sub-contracting arrangement with Turning Point.

Joining Forces Project: The Joining Forces Project provides support to veterans over the age of 65. The project is funded by the Ministry of Defence Aged Veterans Fund, which was established by the Chancellor of the Exchequer using LIBOR funds.

Think Digital: The project has supported older people to get the most out of digital technology through one to one remote support provided by Digital Champion volunteers. The project has been supplemented by a tablet loan scheme that has offered older people access to a free 12-week loan of an internet enabled tablet. (funded via an agreement with national Age UK).

Warm Homes Project: The project works in partnership with Eon and Leicestershire County Council to provide people with energy advice and other support that can enable them to heat their home more affordably (funded through the Warm Homes Fund in Partnership with Leicestershire County Council and Eon).

Troy Young- Assistant Director, Age UK Leicester Shire & Rutland

16.4.2021.

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

COMMUNITY SCRUTINY COMMITTEE – WEDNESDAY, 19 MAY 2021

Title of Report	SCRUTINY ANNUAL REPORT	
Presented by	James Arnold Strategic Director of Place	
Background Papers	Agendas and Minutes of meetings of the Scrutiny Committees and Task and Finish Groups	Public Report: Yes
Financial Implications	None identified	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	None identified	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	Resources are referred to in the body of the report but there are no major staffing or corporate implications.	
	Signed off by the Head of Paid Service: Yes	
Reason Agenda Item Submitted to Scrutiny Committee	It was requested as part of the improvements to the scrutiny processes that an annual report be presented to Council setting out the work of the Scrutiny Committee over the preceding twelve-month period.	
Recommendations	<p>THAT</p> <p>(1) THE ANNUAL REPORT BE NOTED AHEAD OF ITS SUBMISSION TO COUNCIL AT ITS MEETING ON 22 JUNE 2021;</p> <p>(2) IT BE RECOMMENDED TO COUNCIL THAT THE SCRUTINY CROSS PARTY WORKING GROUP, HAVING ACHIEVED ITS OBJECTIVES, BE FORMALLY DISBANDED.</p>	

1. BACKGROUND

- 1.1 A corporate peer review which was undertaken in 2019 prompted the establishment of a Cross Party Scrutiny Working Group which was tasked with looking at improving the scrutiny process.
- 1.2 The Working Group recommended a number of actions, one of which was that an annual report be submitted to Council which sets out the work of both the Scrutiny Committees over the preceding twelve-month period.
- 1.3 The Scrutiny Annual Report is appended.
- 1.4 The actions identified by the Cross Party Scrutiny Working Group in the appended action plan have now been completed or are in progress and it is therefore proposed that this Group be formally disbanded.

Policies and other considerations, as appropriate	
Council Priorities:	All
Policy Considerations:	None
Safeguarding:	No issues identified
Equalities/Diversity:	No issues identified
Customer Impact:	No issues identified
Economic and Social Impact:	No issues identified
Environment and Climate Change:	No issues identified.
Consultation/Community Engagement:	This report will be considered by both the Corporate and Community Scrutiny Committee before being submitted to Council.
Risks:	No issues identified
Officer Contact	James Arnold Strategic Director of Place James.arnold@nwleicestershire.gov.uk

North West Leicestershire District Council

SCRUTINY ANNUAL REPORT

2020-2021

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Foreword

"The Committees' aims are to provide real benefits to the people of North West Leicestershire and, through their work, put forward appropriate recommendations to Cabinet and Council.

Our new Committees have had a change of focus over recent months following the work of the Scrutiny Cross Party Working Group who have been instrumental in offering solutions to help improve the scrutiny function here at North West Leicestershire. Their input has been invaluable and it followed the recommendations which came from the Corporate Peer review which was undertaken in 2019. It's worth remembering that the scrutiny function of a local authority is not an end in itself. It should be focused on ensuring better outcomes for our communities through constructive engagement with officers, Cabinet, Council and our partners.

Over the past 12 months, the Corporate Scrutiny Committee has performed its usual monitoring of council finances and performance, in addition to the annual scrutiny of the budget during its preparation, and continues to keep a close eye on these. Of particular interest to the Community Scrutiny Committee this year, has been the Community Services portfolio with issues around the new Leisure Centre, improvements to Marlborough Square and Air Quality.

Next year will be significant as it sees the District emerge from the COVID-19 pandemic. The Scrutiny Committees will be at the forefront ensuring that members and the public can contribute to recovery planning, and getting North West Leicestershire back on its feet. We will work on a non-political cross-party basis, with an administration that is willing to listen and participate, which is precisely the sort of working in partnership that will be needed over the difficult months ahead.

We would like to offer our thanks and appreciation to the officers and Members who support both the Committees".



Councillor Dan Harrison
Chairman, Community Scrutiny Committee



Councillor Russell Boam
Chairman, Corporate Scrutiny Committee

Membership

Corporate Scrutiny Committee

Councillor Russell Boam (Chairman)
Councillor Jim Houlton (Deputy Chairman)
Councillor Elliott Allman
Councillor Alexander Bridgen
Councillor Gill Houlton
Councillor Russell Johnson
Councillor Sean Sheahan
Councillor Nigel Smith
Councillor Michael Wyatt
Councillor Dave Bigby (Substitute)
Councillor David Everitt (Substitute)
Councillor Marie French (Substitute)
Councillor Stuart Gillard (Substitute)
Councillor Keith Merrie MBE (Substitute)
Councillor Virge Richichi (Substitute)

Community Scrutiny Committee

Councillor Dan Harrison (Chairman)
Councillor Bertie Harrison-Rushton (Deputy Chair)
Councillor Carl Benfield
Councillor Alexander Bridgen
Councillor Dr Terri Eynon
Councillor John Geary
Councillor Gill Houlton
Councillor Keith Merrie MBE
Councillor Michael Wyatt
Councillor Angela Black (Substitute)
Councillor John Clarke (Substitute)
Councillor Michael Hay (Substitute)
Councillor Virge Richichi (Substitute)
Councillor Tony Saffell (Substitute)
Councillor Carol Sewell (Substitute)

Introduction

North West Leicestershire District Council adopts the Cabinet system to operate its decision making and there are two Scrutiny Committees comprising non-Cabinet members – the Corporate Scrutiny Committee and the Community Scrutiny Committee. Below is a non-exhaustive list of their respective areas of responsibility. Each Committee may receive reports and comment on matters of policy or items of business of a reasonably similar nature to those listed.

Corporate Scrutiny Committee

Asset Management
Estates and property
Review of Constitution
Communications
Customer Services
Finance
Human Resources
ICT
Legal Services
Revenue and Benefits
Shared Services

Community Scrutiny Committee

Business/Economy
Planning and Building Control
Tourism
Partnerships
Community Safety
Leisure
Health and Wellbeing
Stronger Safer Communities
Environmental Health
Licensing
Environmental Protection
Statutory crime and disorder committee
Strategic Housing – Housing Strategy
Housing Management
Economic Development
Regeneration
Waste Services

Scrutiny is central to the Council's decision-making process and has two main roles.

- (1) The development and review of policies for a wide range of subjects and services.
- (2) The critical examination of the Council's performance and effectiveness of its decisions.

The Scrutiny Committees look into areas of local concern; they recommend improvements the Council can make to ensure quality of life is improved for all. The main tasks of the Committees are:

- **Performance Monitoring** – The Council has to meet corporate priorities set out in the Council Delivery Plan and report against those indicators. Scrutiny can examine any aspect of the Council's performance, including services that it delivers through partnerships with other organisations.
- **Holding the Cabinet to Account** - Decisions made by the Cabinet but not yet put into practice can be reviewed by the Scrutiny Committees and challenged.
- **Policy review and development** - Scrutiny can propose new policies or review existing policies and recommend changes to the Cabinet.
- **External Scrutiny** - Any issue directly affecting the residents of North West Leicestershire can be scrutinised by the Committees, including services provided by another organisation

It is through demonstrating the value and impact that effective scrutiny can have in supporting councils and other organisations to deliver better, more cost-effective services, that scrutiny is a valued element of local democracy.

The Committee's Resources

Support to the Committees is provided by the two Strategic Directors who offer sound and practical advice on subject matters and help the Committees manage their respective work programmes with regular dialogue with the Chairmen of the two Scrutiny Committees.

Administrative support is provided by Democratic Services under the direction of the Democratic Services Team Manager.

Legal advice is provided by Legal Services under the direction of the Monitoring Officer.

The Centre for Governance and Scrutiny (CfGS) is regarded as a focal reference point for professional advice and training and has offered support, as required, to assist with Task and Finish Groups.

The Committee does not have its own dedicated budget and its work is funded from the Democratic Services budget.

The Work of Scrutiny

Scrutiny work is Councillor led. In addition to Councillors leading on which subjects they wish to consider in depth through Task and Finish Groups, they also set their own work programme which is populated with topics selected from the Cabinet's Forward Plan, matters relating to the Council's priorities and challenges, and issues of importance to local residents.

Scrutiny does not get involved in minor matters or individual concerns which are not of wider community significance. These need to be addressed through the appropriate service unit, Ward Councillor, or the Portfolio Holder responsible for the issue. Scrutiny does not deal with individual complaints as these should be addressed through the Council's Complaints Procedure.

The Council's Constitution sets out the rights of Scrutiny Committee Members to 'call in' a Cabinet decision if they feel it has not been made in accordance with decision-making principles set out in Article 12 of the Constitution. The Monitoring Officer is able to support and advise any members wishing to call in an item. The 'call in' procedure may result in the convening of a special meeting to consider the matter unless the next programmed meeting falls within the deadlines set in the Council's Constitution. The 'call in' process has not been initiated during the past 12 months.

Scrutiny Cross Party Working Group

A corporate peer review which was undertaken in 2019 concluded the following in relation to the scrutiny function:- *"Continue to improve the scrutiny function. Make it more robust and be seen to be more robust. Explore good practice regarding scrutiny, such as training and make better use of working groups, establishing a forward looking work programme and involve scrutiny early in the decision making progress. This is an area where there has been significant improvement over the last two years with the development of two scrutiny committees with an enhanced number of meetings, however there is recognition that the council needs to support members in understanding their role and maximising the benefits effective scrutiny can bring to the council".*

A Cross-Party Working Group was established to deliver the outcomes of the corporate peer review. Whilst the Cross Party Working Group was not a decision-making body, the group was asked to:

- Monitor the progress of the project against the agreed action plan.
- Act as 'critical friends' providing feedback and comments throughout the project.
- Acts as 'champions' for the successful delivery of the project within their respective groups by ensuring that the progress of the project was regularly reported back to all group members.
- Make recommendations to appropriate decision making bodies based on the consensus of the Group.

Its membership comprised

- Councillor Robert Ashman, Deputy Leader
- Councillor Dan Harrison, Conservative
- Councillor Nigel Smith, Conservative
- Councillor Terri Eynon, Labour
- Councillor Sean Sheahan, Labour
- Councillor Tony Saffell, Independent

and was chaired by Neil Clarke from the Local Government Association.

The work of the Cross-Party Working Group culminated in a concise action plan, a copy of which is attached to this report at Appendix A.

Scrutiny Principles

The following principles based approach for identifying and managing the scrutiny work plan have been agreed.

Identify Issues for consideration by Scrutiny

- Consulting with members of Scrutiny Committees, senior officers, Cabinet members – horizon scanning on policy development
- Looking at the corporate priorities, Council Delivery Plan and Cabinet Forward plan – identify key issues/topics for investigation/inquiry
- Considering events and decisions in the Council's calendar which could require an input/consultation via scrutiny – eg budget setting, CDP development
- Considering requests from members – eg via another forum or scoping report submitted
- Evaluating the Council's performance – eg quarterly reports, end of year reports, reviewing success of a particular scheme or initiative
- Reviewing any follow up work required after previous scrutiny work

Prioritise the potential list of scrutiny topics based on factors including

- the resources required to deliver it (from members, offices and financially)
- the value and level of impact which could be achieved
- link to the council's priorities
- whether it is a regular recurring item which requires consideration before Cabinet/Council approval
- consideration of the guidance for selecting scrutiny topics

Scope and plan

- Decide which scrutiny topics/work will be done each year
- Add to the work programme for each year to ensure manageable agendas for each meeting
- Consider allowing some scrutiny time for ad hoc requests which arise mid year
- Ensure that items on the work programme are clearly scoped, with clear objectives for the committee and officers (use scoping form where possible)

Recommend (if appropriate) based on the following

- Being specific about the recommendations
- Ensure that they are evidence based and realistic
- Focus on measurable outcomes (where appropriate)
- Address a specific person or group
- Be realistic about any financing requirements
- Develop in partnership with the executive, council officers and partners

Respond – Cabinet should respond to recommendations made by Scrutiny within 2 months. The response should be:

- A commitment to deliver the measure within the timescale set out
- A commitment to be held to account on that delivery in 6 months or years time
- Where it is not proposed that a recommendation be accepted, the provision of substantive reasons as to why not
- Can be given by way of Cabinet report/meeting considering the recommendations

Review and evaluate

- Regularly review progress and evaluate outcomes eg at Directors/Chairs meetings
- Produce an annual report which demonstrates the work the Committees have done and their impact

Topics are suitable for Scrutiny when	Topics are not suitable for Scrutiny when
Scrutiny could have an impact and add value	The issue is already being addressed elsewhere and change is imminent
The topic is of high local importance and reflects the concerns of local people	The topic would be better addressed elsewhere (and will be referred there)
The resources are available that would be required to conduct the review – staff and budget	Scrutiny involvement would have limited or no impact on outcomes
It avoids duplication of work elsewhere	The topic would be sub-judice or prejudicial to the councils interests
The issues is one that the committee can realistically influence	The topic is too broad to make a review realistic
The issue is related to an area where the council or one of its partners is not performing well	New legislation or guidance relating to the topic is expected in the next year

The Scrutiny Year

Over the 10 meetings which the Scrutiny Committees held during 2020-21, a number of different topics were scrutinised, as shown in the table below:

Item	Considered by	Action of the Committee	Outcome
Appleby Magna Caravan Park	Community Scrutiny Committee on 6 May 2020	Recommended its preferred option to Cabinet having explored a number of alternatives	Cabinet accepted the findings of the Scrutiny Committee and welcomed the work it had undertaken in reaching its conclusions.
Future High Streets Fund	Community Scrutiny Committee on 6 May 2020 and 10 February 2021	Considered the proposals and submitted a number of questions and issues for Cabinet to consider ahead of its final decision	Cabinet considered the issues raised before making its final decision.

Covid-19 Recovery and Financial Impact	Corporate Scrutiny Committee on 10 June 2020 and again on 28 October 2020	Considered the proposals and submitted a number of questions and issues for Cabinet to consider ahead of its final decision	Cabinet considered the issues raised before making its final decision.
Section 106 Contributions for Health	Community Scrutiny Committee on 21 July 2020	Noted the work being undertaken to ensure appropriate and timely expenditure of S106 monies in relation to health.	The Committee now has a better understanding and appreciation of the work undertaken in relation to this matter.
New Affordable Housing Supply Strategy	Community Scrutiny Committee on 21 July 2020	Considered the draft strategy and submitted a number of questions and issues for Cabinet to consider ahead of its adoption	Cabinet considered the issues raised before adopting the strategy.
Sport and Leisure Project	Community Scrutiny Committee on 21 July 2020 and again on 10 February 2021	Considered the proposals and submitted a number of questions and issues for Cabinet to consider ahead of its final decision	Cabinet considered the issues raised before making its final decision.
Newmarket Refurbishment	Community Scrutiny Committee on 21 July 2020	Considered the proposals and submitted a number of questions and issues for Cabinet to consider ahead of its final decision	Cabinet considered the issues raised before making its final decision.
Medium Term Financial Plan	Corporate Scrutiny Committee on 2 September 2020	Noted the changes to assumptions that drive the MTFP and questioned some of the thinking behind it.	The Committee now has a better understanding of the issues which drive the MTFP.
Council Delivery Plan	Corporate Scrutiny Committee on 2 September 2020	Considered the Plan and submitted a number of questions and issues for Cabinet to consider.	Cabinet considered a number of comments and suggestions, some of which were accepted before making its final recommendation to Council
Rent Arrears Enforcement	Community Scrutiny Committee on 28 October 2020	Considered the proposals and submitted a number of questions and issues for Cabinet to consider ahead of its final decision	Scrutiny welcomed the initiative and Cabinet put the scheme into operation
NWL Economy Recovery Plan	Community Scrutiny Committee on 28 October 2020	Considered the proposals and submitted a number of questions and issues for Cabinet to consider ahead of its final decision	Cabinet considered the issues raised before making its final decision.

Establishment of Company to be Known as 'EM DEVCO Limited'	Community Scrutiny Committee on 28 October 2020	Considered the proposals, submitted a number of questions and concerns and amended the recommendation for Cabinet to consider.	Cabinet considered the issues raised and accepted the amended recommendation before making its final recommendation to Council
Building Control – Future Service Delivery	Community Scrutiny Committee on 28 October 2020	Considered the proposals and submitted a number of questions and issues for Cabinet to consider ahead of its final decision	Cabinet considered the issues raised before making its final decision.
Budget Proposals 2021/22	Corporate Scrutiny Committee on 11 November 2020 and again on 6 January 2021	Commented on the budgetary proposals to be taken forward as part of the developing 2021/22 budget.	Comments were considered by Cabinet and Council when formulating and agreeing the budget, and some suggestions were adopted.
Air Quality	Community Scrutiny Committee on 25 November 2020	Reported on the findings of the Task and Finish Group which had been set up last year and submitted some recommendations to Cabinet	Thanks were expressed for the work undertaken by Scrutiny and the majority of the recommendations, with the exception of the specific sites for extra monitoring, were accepted
Recycle More	Community Scrutiny Committee on 10 February 2021	Considered the proposals and submitted a number of questions and issues for Cabinet to consider ahead of its final decision	Comments considered by Cabinet when formulating and agreeing the Recycle More strategy
Scrutiny Principles	Community Scrutiny Committee on 10 February 2021 and Corporate Scrutiny Committee on 10 March 2021	A number of principles were considered and agreed with a view to disbanding the Scrutiny Working Group and enabling each respective Scrutiny Committee to adopt the principles and move forward.	The action plan of the Scrutiny Cross Party Working Group was noted, the proposed resource solution and scrutiny principles were supported and the process for annual reporting was agreed.

Task and Finish Groups

The Scrutiny Committees can set up special working parties called Task and Finish Groups when they need to undertake a detailed, in depth investigation into a particular issue. The work is

undertaken by a small group of councillors appointed from the membership of the Scrutiny Committee.

During 2020/21 Scrutiny Members established the following Task and Finish Groups:-

Air Quality Control

The Group was tasked with reviewing the information available to date around NWL air quality delivery to include AQC's report currently being commissioned and Leicestershire County Council's Air Quality Joint Strategic Needs Assessment Action Plan whilst also taking into account the national picture.

The membership was:-

- Councillor C Benfield
- Councillor T Eynon
- Councillor D Harrison (Chair)
- Councillor M Hay
- Councillor G Houlton
- Councillor K Merrie MBE
- Councillor M Wyatt

Meetings were held between 2 October and 13 November 2020 which culminated in a series of recommendations which were agreed by the Community Scrutiny Committee at its meeting on 25 November 2020, the majority of which were supported by Cabinet at its meeting on 8 December 2020

Housing Strategy

The Group has been tasked with looking at if and how NWLDC can influence an increase in the supply of affordable housing in the district and has been asked to make recommendations to Cabinet to this effect. The work on this is ongoing and will be reported in next year's report.

Committee Training

During 2020/21 Scrutiny Members had the following training:

- Thurs 5 November, 6pm: **Scrutiny Workshop** (all members)
- Wed 2 December, 5.30pm: **Scrutiny Essentials and Questioning Skills** (open to all members)

- Wed 16 December, 5.30pm: **Work Programming** (aimed at scrutiny members)
- Tues 12 January, 6pm following cabinet: **Getting the most from Scrutiny for Cabinet Members** (for Cabinet Members)

Key priorities for 2021-2022

The Scrutiny Committees will continue to grow and develop in their role of holding the authority's decision makers to account. The following key priority for the year ahead has been identified:

North West Leicestershire (Covid-19) Recovery Plan

A key priority for the Committees will be working with Cabinet and officers to work on the District's recovery plan from the effects of the pandemic. As a "critical friend", the Committees can provide another perspective on the proposals from the Recovery Plan before final proposals are presented to Cabinet and Council.

Members' Attendance Record

Corporate Scrutiny Committee

Attendance	10 Jun 2020	2 Sep 2020	11 Nov 2020	6 Jan 2021	10 Mar 2021	%
R Boam	Y	Y	Y	Y	Y	100
J Hoult	Y	Y	Y	Y	Y	100
E Allman	Y	Y	Y	N	N	60
A Bridgen	N	Y	Y	Y	Y	80
G Hoult	Y	Y	Y	Y	Y	100
R Johnson	Y	Y	Y	N	Y	80
S Sheahan	Y	Y	Y	Y	Y	100
N Smith	Y	Y	Y	Y	Y	100
D Tebbutt	Y	Y	N	N	N/A	50
M Wyatt	Y	Y	Y	Y	Y	100

Community Scrutiny Committee

Attendance	6 May 2020	21 Jul 2020	28 Oct 2020	25 Nov 2020	10 Feb 2021	%
D Harrison	Y	Y	Y	Y	N	80
B Harrison-Rushton	Y	Y	Y	Y	Y	100
C Benfield	Y	Y	Y	N	Y	80
A Bridgen	Y	Y	Y	N	Y	80
T Eynon	Y	Y	Y	Y	Y	100
J Geary	Y	Y	N	Y	Y	80
G Hoult	Y	Y	Y	Y	Y	100
K Merrie	Y	Y	Y	Y	Y	100
D Tebbutt	N	N	N	N	N/A	0
M Wyatt	Y	Y	Y	Y	Y	100

Action Plan - The aim of this Action plan is to address the recommendation of the Peer Team in relation to Scrutiny following the recent Corporate Peer Review as follows:-

“Continue to improve the scrutiny function. Make it more robust and be seen to be more robust. Explore good practice regarding scrutiny, such as training and make better use of working groups, establishing a forward looking work programme and involve scrutiny early in the decision making progress. This is an area where there has been significant improvement over the last two years with the development of two scrutiny committees with an enhanced number of meetings, however there is recognition that the council needs to support members in understanding their role and maximising the benefits effective scrutiny can bring to the council”.

Ref	Recommendations	Actions	By	Change to Constitution ?	STATUS
1 78	Establish a cross party working group	<ul style="list-style-type: none"> • Cross party working group to be established to oversee actions and improvements to the scrutiny function. • Terms of reference to be agreed <p>AGREED –</p> <p>(1) That the Working Group Terms of Reference be endorsed</p> <p>(2) That monthly meetings be held with a 6 month review meeting thereafter.</p> <p>(3) That the work of the Group be reported to Council.</p>	EW ML	No No	COMPLETED COMPLETED
2	Develop training and support programme for members and chairs	<ul style="list-style-type: none"> • Training programme to be developed to support members and enhance understanding of members’ roles and responsibility in scrutiny and policy development – to include a mock meeting. • Questionnaire identifying training needs to be sent and findings reported back to next meeting. Ring round to every non responding member by the 	All ML RW	No No No	COMPLETED COMPLETED

		<p>next meeting.</p> <ul style="list-style-type: none"> • Comparison training programme be obtained from the LGA and reported back to next meeting. • Members to attend a meeting at another Authority. <p>AGREED</p> <p>(1) Visit to be arranged after COVID 19</p> <p>(2) Training programme to be delivered by CfGS</p>	RW	No	<p>COMPLETED</p> <p>POSTPONED</p>
3	Review level of officer support for scrutiny function	<ul style="list-style-type: none"> • Agree on level of support required – administration or management of function? • Consider how the support to scrutiny will be resourced. <p>AGREED – That the level of support afforded to the scrutiny function be kept under review</p>	All	No	COMPLETED
79			All	No	
4	Develop forward looking work programme for Corporate and Community Scrutiny	<ul style="list-style-type: none"> • Change report templates to identify the role of scrutiny for each issue and encourage report authors to consider outcomes. • Move work programme agenda item to front of agenda • Reintroduce the Annual Report to demonstrate the value and achievements of scrutiny • Ensure it is clear why an item is/is not going to scrutiny • Invite views and comments from Scrutiny Members <p>AGREED –</p> <p>(1) That a new report template be introduced with immediate effect</p>	ML	No	COMPLETED
			ML	No	COMPLETED
			JA/AB	No	COMPLETED
			RW	No	COMPLETED
			ML	No	COMPLETED

		<p>(2) That the Annual Report on Scrutiny be reinstated.</p> <p>(3) That the work programme agenda item be moved to the front of the agenda with immediate effect</p> <p>(4) EDN to be updated with an additional column with reasons why an item is/is not going to Scrutiny</p> <p>(5) Invites be sent ahead of each scrutiny meeting seeking views on specific issues as part of a pre-briefing process.</p>			
5	Establish a co-ordinating body with cross-party involvement, such as a scrutiny commission.	<ul style="list-style-type: none"> • Consider how the work of the Scrutiny Committees can be co-ordinated • Look into structure of Scrutiny and the committee carrying out the audit function in similar authorities and report back to next meeting <p>AGREED</p> <p>(1) That a joint meeting of directors and scrutiny chairs be held twice a year to include those related to Audit and Governance</p> <p>(2) That it was not appropriate to have Audit and Governance as a scrutiny function but to co-ordinate as above.</p>	AB/JA EW	No No	COMPLETED COMPLETED
80					
6	Understanding scrutiny	<ul style="list-style-type: none"> • Articles to be included in blogs and staff bulletins • Centre for Governance and Scrutiny (CfGS) to carry out a survey of all key parties and publish report • Issues addressed in the report to be picked up as part of the training package 	JA/AB CfGS CfGS	No No No	ONGOING COMPLETED COMPLETED

ISSUES ADDRESSED IN REPORT BY CfGS AS REFERENCED IN PARAGRAPH 6

a	Need clarity around the process/responsibility for helping scrutiny scope out their objectives at the start of the year, looking at evidence such as CDP, emerging policy issues, horizon scanning etc – decide the objectives/priorities and then build the forward plan from there.	To be picked up by Directors at their joint meetings and briefings which have now been set up following a recommendation from the Working Group – Paragraph 5 above refers	JA/AB	No	COMPLETED
b	Refine the scoping process so that key priority reports are going and develop confidence in deciding what should go and what shouldn't.	Outlined in Strategy Group report for consideration on 9 December 2020 and the Community and Corporate Scrutiny Committees on 10 February and 10 March respectively.	JA/AB	No	COMPLETED
c	Having a clear round up and annual reporting process.	Outlined in Strategy Group report for consideration on 9 December 2020 and the Community and Corporate Scrutiny Committees on 10 February and 10 March respectively.	JA/AB	No	COMPLETED
d	Move work programme to the front of the agenda	Addressed following a recommendation from the Working Group – Paragraph 4 above refers.	ML	No	COMPLETED
e	Prioritise agenda content and have shorter agendas	Outlined in Strategy Group report for consideration on 9 December 2020 and the Community and Corporate Scrutiny Committees on 10 February and 10 March respectively.	JA/AB	No	COMPLETED
f	Members to take ownership of scrutiny	To be addressed as part of the training package being provided by CfGS	CfGS	No	COMPLETED
g	Ensure there is a valid reason for item going to Scrutiny – no items just for noting.	Outlined in Strategy Group report for consideration on 9 December 2020 and the Community and Corporate Scrutiny Committees on 10 February and 10 March respectively.	JA/AB	No	COMPLETED
h	Hold pre-meetings to discuss expected outcomes of each Scrutiny meeting	Addressed following a recommendation from the Working Group – Paragraph 4 above refers.	JA/AB	No	ONGOING

i	Members receive training to address their varied knowledge of processes such as holding to account and call in	To be addressed as part of the training package being provided by CfGS	CfGS	No	COMPLETED
j	Improving questioning skills	To be addressed as part of the training package being provided by CfGS	CfGS	No	COMPLETED

Abbreviations	
CfGS	Centre for Governance & Scrutiny
EW	Elizabeth Warhurst, Monitoring Officer
JA	James Arnold, Strategic Director
AB	Andy Barton, Strategic Director
ML	Melanie Long, Democratic Services Team Manager
GL	Group Leaders
RW	Rachel Wallace, Democratic Support Officer