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

Time/Date 6.30 pm on TUESDAY, 25 MAY 2021
Location Wheatcroft Suite, Radisson Blu, Castle Donington
Officer to contact Democratic Services (01530 454512)



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Chief Executive

AGENDA

Item	Pages
PRAYERS	
1. APOLOGIES FOR ABSENCE	
2. DECLARATION OF INTERESTS	
Members are reminded that any declaration of interest should be made having regard to the code of conduct. In particular, members must make clear the nature of the interest and whether it is 'pecuniary' or 'non pecuniary'.	
3. APPOINTMENT OF CHAIRMAN	
To appoint the Chairman of the Council for the ensuing municipal year.	
4. APPOINTMENT OF DEPUTY CHAIRMAN	
To appoint the Deputy Chairman of the Council for the ensuing municipal year.	
5. APPOINTMENT OF LEADER	
To appoint the Leader of the Council for the ensuing municipal year.	
6. CHAIRMAN'S ANNOUNCEMENTS	

Item		Pages
7.	LEADER'S AND PORTFOLIO HOLDERS' ANNOUNCEMENTS	
	Members are reminded that under paragraph 11.1 of part 4 of the Constitution, questions can be asked of the Leader and Cabinet Members without notice about any matter contained in any address. Questions shall be limited to five minutes in total for each announcement.	
8.	QUESTION AND ANSWER SESSION	
	To receive questions from members of the public under procedure rule no.10. The procedure rule provides that members of the public may ask members of the Cabinet any question on any matter in relation to which the Council has powers or duties which affect the District, provided that three clear days' notice in writing has been given to the Head of Legal and Commercial Services.	
9.	QUESTIONS FROM COUNCILLORS	
	To receive members' questions under procedure rule no.11. The procedure rule provides that any member may ask the Chairman of a board or group any question on any matter in relation to which the Council has powers or duties which affect the District, provided that three clear days' notice in writing has been given to the Head of Legal and Commercial Services.	
10.	MOTIONS	
	To consider any motions on notice under procedure rule no. 12.	
11.	PETITIONS	
	To receive petitions in accordance with the Council's Petition Scheme.	
12.	MINUTES	
	To confirm the minutes of the meetings of the Council held on 23 February 2021 and 16 March 2021	5 - 18
13.	APPOINTMENTS TO COMMITTEES AND GROUPS, ELECTION OF CHAIRMEN AND DEPUTY CHAIRMEN	
	Report of the Head of Legal and Commercial Services	19 - 26
14.	APPOINTMENT OF REPRESENTATIVES ON COMMUNITY BODIES	
	Report of the Head of Legal and Commercial Services	27 - 30
15.	SCHEDULE OF MEETINGS 2021/22	
	Report of the Head of Legal and Commercial Services	31 - 36
16.	APPOINTMENT OF INDEPENDENT PERSONS	
	Report of the Head of Legal and Commercial Services	37 - 42
17.	MEMBER CONDUCT ANNUAL REPORT 2020-21	
	Report of the Head of Legal and Commercial Services	43 - 54

18. URGENT DECISIONS TAKEN BY CABINET IN QUARTER 4 - 2020/21

Report of the Chief Executive

55 - 58

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MINUTES of a meeting of the COUNCIL held in the Remote Meeting using Microsoft Teams on TUESDAY, 23 FEBRUARY 2021

Present: Councillor V Richichi (Chairman)

Councillors J Hoult, E G C Allman, R Ashman, R D Bayliss, D Bigby, A S Black, R Blunt, R Boam, A J Bridgen, J Bridges, R Canny, J Clarke, D Everitt, T Eynon, M French, J Geary, L A Gillard, S Gillard, T Gillard, D Harrison, B Harrison-Rushton, M D Hay, G Hoult, R Johnson, J Legrys, K Merrie MBE, N J Rushton, A C Saffell, C A Sewell, S Sheahan, N Smith, J Windram, A C Woodman and M B Wyatt

Officers: Mr J Arnold, Mrs T Bingham, Mrs M Long, Mr A Barton, Mrs B Smith, Miss E Warhurst, Mrs C Hammond and Mr T Delaney

48. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor C Benfield.

49. DECLARATION OF INTERESTS

Councillor T Eynon declared a non-pecuniary interest on items 13 – Pay Policy Statement 2021/22 and 14 – Gender Pay Gap, as a member of the East Midlands Councils Employers Board, on behalf of Leicestershire County Council.

50. CHAIRMAN'S ANNOUNCEMENTS

The Chairman delivered a very poignant address reflecting on approaching the one-year anniversary of the Covid-19 pandemic and the impact that the virus had had on the community. He wished both Councillors A Black and D Harrison a speedy recovery from the virus and he asked all in attendance to observe a minute's silence to remember all the individuals and families that had lost their lives or loved ones during the past year.

He then took the opportunity to acknowledge and thank all key workers, in particular NHS staff, Council staff and unsung heroes that had supported the district during this difficult time.

Councillor S Sheahan echoed the sentiments of the Chairman and acknowledged the outstanding work of the vaccination centre at Measham Leisure Centre.

51. LEADER'S AND PORTFOLIO HOLDERS' ANNOUNCEMENTS

Councillor R Blunt acknowledged the amazing achievement of the vaccination programme and paid tribute to the volunteers at the local centre and the local taxi drivers, who had been ensuring members of the community were able to attend their appointments. He updated Councillors on the grants that had been and were continuing to be distributed to support local businesses. He recognised the continuing work of the Coalville project following the news that the Future High Streets Fund bid had not been successful; and the progress on the new Leisure Centre. He detailed the proposals for the upgrading of heating in Council homes following the award of the Green Homes Grant and the purchase of a further 17 houses for offer to those on the housing register.

Councillor M Wyatt echoed the Leader's comments and thanked the taxi drivers in the district who were providing an essential service to the community.

Chairman's initials

Before inviting Councillor R Bayliss to make his announcements, the Chairman invited the Chief Executive to make a statement to the Council in relation to grant payments for the Renewable Heat Incentive Scheme. Bev Smith, Chief Executive made her statement which outlined the issue to which Councillor Bayliss would refer, and the measures which had been put in place as a consequence.

Councillor R Bayliss advised members on the situation that had arisen with the Renewable Heat Incentive Scheme and the actions that had been taken since the error had been discovered. He noted that a further report on the matter and the actions going forward would be taken back to the Audit and Governance Committee for its consideration.

Councillor R Bayliss was pleased to announce that the Customer services team had been awarded the accreditation of Customer Service Excellence, which was formal recognition of the progress of the team over the past number of years and highlighted the elements detailed in the report. He congratulated the team for their achievement.

Members were given the opportunity to comment on the announcements from Councillor R Bayliss and the achievements of the Customer Services Team were acknowledged.

52. QUESTION AND ANSWER SESSION

There were no questions received.

53. QUESTIONS FROM COUNCILLORS

The Chairman advised that he had received two questions ahead of the meeting and that he would take them in the order they had been received.

- (1) The Chairman invited Councillor J Clarke to ask his question addressed to Councillor A Woodman.

“There is an inordinate amount of road side litter on the rural roads in the district. I am happy to pick litter in my own village but I will not collect litter on roads where there is no pavement, for safety reasons. Could the Council assist Parish Councils in litter collection on the rural roads by providing extra litter pickers, plastic bags and bag rings but more importantly an escort vehicle to protect volunteer litter pickers from traffic. In addition could the Council launch a drive against those who litter and encourage fast food establishments too high light the anti-social behaviour of those who dispose of their rubbish on the roadside?”

The Chairman invited Councillor A Woodman to respond.

“The council currently supports over 300 volunteer litter pickers across the district and this will be enhanced by the addition of a £15k budget that is being considered at this Full Council meeting which will provide much needed equipment to our army of volunteers. This equipment will be available for voluntary groups and parish/town councils to help organise litter picks and target areas of concern.

For insurance and health and safety reasons we are not able to supply escort vehicles to our volunteers, they are only advised to keep areas tidy that are easily accessible when out and about (footpath verges, community parks, hedgerows etc.).

The litter they collect should only be what is typically dropped irresponsibly by others (cans, plastic bottles, crisp packets etc.).

Chairman's initials

They are also advised to avoid large items and unidentified cans or canisters, poisons, insecticides, clinical waste, other hazardous substances, broken glass, syringes, etc.

This year, Keep Britain Tidy **'The Big Spring Clean'** will be held 28 May to 13 June. North West Leicestershire District Council will be supporting this by organising our own event where we will be asking people to 'Pick Their Own Street'. In previous years, the event has been around the Coalville and Ashby Town centres however, this year we will be offering the event to the wider district and encouraging people to pick on the road in which they reside or work. (Subject to any Covid restrictions in place at the time).

The Litter Strategy for England, which the council supports, aims to clean up the country and reduce both litter and littering behaviours by means of better education, enforcement. To help combat roadside litter new regulations were introduced in April 2018. These regulations mean that local councils may issue a Penalty Charge Notice to the registered owner of a car if it can be proved litter had been dumped from their vehicle even if someone else discarded the rubbish.

A countywide campaign was also launched in 2019 to highlight these new powers which is currently ongoing across the district."

The Chairman invited Councillor J Clarke to ask a supplementary question.

Councillor J Clarke noted the type of litter that was being left and the hard work of parishes, community groups and residents of the district for trying their best to keep the area tidy and asked if the Portfolio Holder if there was any way that the problem could be tackled.

Councillor A Woodman advised that the street cleansing service was working as hard as they could to clear the litter and he acknowledged the work of the volunteers. He noted that financial support to the volunteers would be discussed as part of the budget. He added that he and officers fully recognised the issue and would keep fighting the blight of littering.

- (2) The Chairman invited Councillor S Sheahan to ask his question addressed to Councillor A Woodman.

"2021 has seen an increase in dog fouling on public footpaths and litter in grass verges & laybys, whilst fly tipping shows no signs of abating. How does the Council plan to respond?

The Chairman invited Councillor A Woodman to respond.

"A Public Space Protection Order (PSPO) was adopted in 2018 replacing the old dog control orders. This will be extended in March 2021 by Cabinet for a further 3 years and will give enforcement officers continued powers to deal with offences relating to dogs such as:- fouling, having a means to pick up, exclusion in children's play areas and on marked sports pitches and leads by order. The Environmental Protection Team are also looking to revamp the current 'Dog Watch' campaign with new signage for 2021 to raise awareness around picking up after your dog and correctly disposing of the waste. There has been an increase in bagged dog waste being discarded into trees and bushes and this will be highlighted in the new campaign combining the two offences of littering and dog fouling. The team have also introduced a new impact assessment, which will form the initial part of any investigation into dog fouling. This will give clear data into the seriousness of problem

areas and will enable appropriate action to be taken; the public can also assist with this by giving precise details when reporting issues to council.

The Litter Strategy for England, which the council supports, aims to clean up the country and reduce both litter and littering behaviours by means of better education, enforcement. To help combat roadside litter new regulations were introduced in April 2018. These regulations mean that local councils may issue a Penalty Charge Notice to the registered owner of a car if it can be proved litter had been dumped from their vehicle even if someone else discarded the rubbish. This will speedup investigations making it easier to fine those responsible or who allow other to litter from their vehicle. A Countywide campaign was also launched in 2019 to highlight these new powers, which is currently ongoing across the district. A Litter campaign is also being compiled which will be taken into schools throughout the district to highlight the issues litter has on our environment and wildlife.

The local authority has been under immense pressure with regard to fly tipping, which was heightened at the start of the pandemic when the local tips were closed. There has been a steady decrease since the waste disposal sites reopened and we have seen this right across the district, which is encouraging.

From an enforcement point, fly tipping investigations rely wholly on gathering intelligence and the use of technology to apprehend those responsible and I'm pleased to inform you that the council's 2021/2 budget is proposing a new fund of £15k for cameras which have been specifically designed with fly tipping in mind. It is important when possible to stop a problem at source and our campaign 'Your Waste, Your responsibility' is an ideal example of how the council is trying to deal with and educate those people who use rogue waste carriers to take their rubbish away. This campaign was taken into the three main DIY outlets in the district and the team has already started to see signs of this education working.

Monitoring of social media sites has seen an increase in people advising others against giving their waste to unregistered waste carriers highlighting that the message is getting through which will hopefully see less people using illegal carriers in the future"

The Chairman invited Councillor S Sheahan to ask a supplementary question.

Councillor S Sheahan asked if the Portfolio Holder would agree to bring a report to Scrutiny on dog fouling, fly tipping and littering in the autumn to look at the measures that had been set.

Councillor A Woodman agreed that an update report could be taken to Scrutiny.

54. MOTIONS

No motions were received.

55. PETITIONS

No petitions were received.

56. MINUTES

Consideration was given to the minutes of the meeting held on 17 November 2020.

Chairman's initials

Councillor N Smith made a comment in respect of the minutes of the meeting in relation to the comments that he made at the September meeting. He apologised if the comments had been misunderstood and had not wanted to infer that any whipping had taken place.

It was moved by Councillor V Richichi, seconded by Councillor J Hoult and by affirmation of the meeting it was

RESOLVED THAT:

The minutes of the meeting held on 17 November 2020 be approved and signed by the Chairman as a correct record.

57. BUDGET AND COUNCIL TAX 2021/22

Councillor N Rushton presented the report to members. He thanked the Finance Team for all the work

Councillor N Rushton moved the recommendations as set out in the report. The motion was seconded by Councillor R Blunt.

The Chairman referred to the amendments to the motion, which had been circulated in the additional papers. He invited Councillor S Sheahan to put forward his amendment.

Councillor S Sheahan outlined the amended budget as detailed in the additional papers and echoed Councillor N Rushton's thanks to the Finance Team in assisting with the amended budget. The motion was seconded by Councillor J Legrys.

A full and lengthy debate was held which received some support but reservations were expressed over the use of the surplus budget, when there was an unknown financial future due to the pandemic, unsupported borrowing and lack for money towards the climate change emergency.

The Chairman then put the motion to the vote. A recorded vote being required, the voting was as detailed below:

The motion was declared LOST.

The Chairman referred members to the substantive motion as set out in the agenda.

A further debate was held which received support for the budget and acknowledged the amendment that was circulated which would not see any increase to the precept for the Coalville Special Expense area,.

The Chairman then put the substantive motion to the vote. A recorded vote being required, the voting was as detailed below:

The motion was declared CARRIED.

It was therefore

RESOLVED THAT:

1. The S151 Officer's comments on the robustness of the estimates and adequacy of reserves, as required by Section 25 of the Local Government Act 2003 be noted.

Chairman's initials

2. The Medium Term Financial Plan approved by Cabinet on 2 February 2021 as detailed in appendix 2 be noted.
3. The General Fund Revenue Budget for 2021/22 as summarised in appendix 3a be approved.
4. The ground rent increase at Appleby Magna Caravan Site of 0.5% on the anniversary of each individual rent agreement from 1 April 2021 be approved.
5. The amendments to the General Fund Fees and Charges as detailed in appendix 3c effective from 1 April 2021 be approved.
6. The District Council Tax in 2021/22 be frozen.
7. The transfer of any general fund surplus income over expenditure in 2021/22 to the Self Sufficiency reserve (currently budgeted at £1,102,407) be approved.
8. The Special Expenses Revenue Budget for 2021/22 as summarised in appendix 3d be approved.
9. The Special Expenses Band D Council Tax as appendix 6 table b for 2021/22 be set.
10. The Housing Revenue Account Budget for 2021/22 as summarised in appendix 4a be approved.
11. The increase in Council Rents for 2021/22 by up to 1.5% be approved.
12. The increase in garage rents for 2021/22 by 0.5% be approved.
13. The decrease in central heating charges for 2021/22 by 5% be approved.
14. The average decrease of 3.54% in service charge for 2021/22, as set in appendix 4d be approved.
15. The increasing of the lifeline charges for East Midlands Housing and private customers by 0.5% be approved.
16. The surplus Housing Revenue Account income is transferred to the Loan Redemption Reserve, but that Cabinet maintains the ability to use the surpluses more flexibly now the reserve has sufficient money to repay the loans due in 2022 be approved. This approach was approved by Council in 2019/20.
17. The 2021/22 Capital Strategy included in appendix 5a (in line with the Prudential Code) be approved.
18. The proposed General Fund (appendix 5b) and Housing Revenue Account (appendix 5c) Capital Programmes for 2021/22 and planned financing be approved.
19. The General Fund and HRA Capital Programmes 2022/23 – 2025/26 for indicative purposes only be approved.
20. The following amounts for the year 2021/22 in accordance with Regulation 31b of the Local Government Finance Act 1992 as amended be approved:

Chairman's initials

- (1) 34,841 being the amount calculated by the Council, in accordance with Regulation 3 of the Local Authorities (Calculation of Council Tax Base (England) Regulations 2012, as its Council Tax Base for the year.
 - (2) The amounts specified in appendix 6 table a of this report being the amounts calculated by the Council, in accordance with Section 34 of the Local Government Finance Act 1992, as the amount of its Council Tax Base for the year for dwellings in those parts of its area to which one or more special items relate.
21. The following amounts be now calculated by the Council for the year 2021/22 in accordance with Sections 31a and 31b of the Local Government Finance Act 1992 as amended be approved:
- (1) District/Parish gross expenditure
£59,594,749 being the aggregate of the amounts which the Council estimates for the item set out in Section 31a (2) of the Act.
 - (2) Income
£51,142,626 being the amount by aggregate of the amounts which the Council estimates for the items set out in Section 31a (3) of the Act.
 - (3) District/Parish gross expenditure
£8,452,123 being the amount by which the aggregate at 21(1) above exceeds the aggregate at 21(2) above, calculated by the Council in accordance with Section 31a(4) of the Act as its Council Tax requirement for the year.
 - (4) Basic amount of tax (including average Parish precepts)
£242.59 being the amount of 21(2) above, divided by the amount stated as the Council Tax Base in parts of the Council's area, calculated by the Council in accordance with Section 31b of the Act as the basic amount of its Council Tax for the year.
 - (5) Parish precepts/special expenses
£2,927,037 being the aggregate amount of all special items referred to in Section 35(1) of the Act.
 - (6) Basic amount of tax (basic council tax – District)
£158.58 being the amount at 21(4) above less the result given by dividing the amount at 21(5) above by the amount as stated as the Council Tax Base for the whole of the Council area, calculated by the Council in accordance with Section 34(2) of the Act, as the basic amount of its Council Tax for dwellings in those parts of its area to which no special items relates.
 - (7) Basic amount of tax (Parished areas)
The amounts listed in column 5 of table b appendix 6 to this report, being the amounts given by adding to the amount at 21(6) above, the amounts of the special item or items relating to dwellings in those parts of the Council's area mentioned, divided in each case by the amount stated as the Council Tax Base in parts of the Council area, calculated by the Council in accordance with Section 34(3) of the Act as the basic amounts of its Council Tax for the year for dwellings in those parts of its areas to which one or more special items relate.
 - (8) District/Parish council tax rates

Chairman's initials

The amounts set out in table c appendix 6 to this report being the amounts given by multiplying the amounts at 21(6) and 21(7) above by the number which, the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band D, calculated by the Council in accordance with Section 36(1) of the Act as the amounts to be taken into account for the year in respect of categories of dwelling listed in different valuation bands.

22. Major precepting authorities

The amounts set out in table d appendix 6 to the report are the amounts notified by Leicestershire County Council, Leicestershire Police and Crime Commissioner and the Combined Fire Authority in accordance with Section 40 of the Local Government Finance Act 1992 hereby sets the amounts of Council Tax for the Council's area for the year 2021/22 for each of the categories of dwellings as shown in table e appendix 6 be noted.

23. Council tax base – all bands

Having calculated the aggregate in each case of the amounts at 21(8) (table c appendix 6) and 22 (table d appendix 6) above, the Council in accordance with Section 30(2) of the Local Government Finance Act 1992 hereby sets the amount of Council Tax for the Council's area for the year 2021/22 for each of the categories of dwellings as shown in table e appendix 6.

24. Referendums relating to council tax increases

The relevant basic amount of Council Tax for 2021/22 is not excessive be noted.

Amendment to the Budget as submitted by Councillor S Sheahan (Motion)	
Councillor Virge Richichi	Against
Councillor Jim Hault	Against
Councillor Elliott Allman	Against
Councillor Robert Ashman	Against
Councillor Roger Bayliss	Against
Councillor Dave Bigby	For
Councillor Angela Black	Against
Councillor Richard Blunt	Against
Councillor Russell Boam	Against
Councillor Alexander Bridgen	Against
Councillor John Bridges	Against
Councillor Rachel Canny	Against
Councillor John Clarke	Against
Councillor David Everitt	For
Councillor Dr Terri Eynon	For
Councillor Marie French	Against
Councillor John Geary	For
Councillor Louise Gillard	Against
Councillor Stuart Gillard	Against
Councillor Tony Gillard	Against
Councillor Dan Harrison	Against
Councillor Bertie Harrison-Rushton	Against
Councillor Michael Hay	For
Councillor Gill Hault	Against
Councillor Russell Johnson	For
Councillor John Legrys	For
Councillor Keith Merrie MBE	Against

Chairman's initials

Councillor Nicholas Rushton	Against
Councillor Tony Saffell	Against
Councillor Carol Sewell	For
Councillor Sean Sheahan	For
Councillor Nigel Smith	Against
Councillor Jake Windram	Against
Councillor Andrew Woodman	Against
Councillor Michael Wyatt	Against
Rejected	
Substantive Motion (Motion)	
Councillor Virge Richichi	For
Councillor Jim Hault	For
Councillor Elliott Allman	For
Councillor Robert Ashman	For
Councillor Roger Bayliss	For
Councillor Dave Bigby	Abstain
Councillor Angela Black	Against
Councillor Richard Blunt	For
Councillor Russell Boam	For
Councillor Alexander Bridgen	For
Councillor John Bridges	For
Councillor Rachel Canny	For
Councillor John Clarke	For
Councillor David Everitt	Abstain
Councillor Dr Terri Eynon	Abstain
Councillor Marie French	Against
Councillor John Geary	Abstain
Councillor Louise Gillard	For
Councillor Stuart Gillard	For
Councillor Tony Gillard	For
Councillor Dan Harrison	For
Councillor Bertie Harrison-Rushton	For
Councillor Michael Hay	Abstain
Councillor Gill Hault	For
Councillor Russell Johnson	Abstain
Councillor John Legrys	Abstain
Councillor Keith Merrie MBE	For
Councillor Nicholas Rushton	For
Councillor Tony Saffell	For
Councillor Carol Sewell	Abstain
Councillor Sean Sheahan	Abstain
Councillor Nigel Smith	For
Councillor Jake Windram	Against
Councillor Andrew Woodman	For
Councillor Michael Wyatt	Against
Carried	

58. INVESTMENT STRATEGY - SERVICE AND COMMERCIAL 2021/22

Councillor N Rushton presented the report to members.

Chairman's initials

It was moved by Councillor N Rushton, seconded by Councillor R Ashman and by affirmation of the meeting it was

RESOLVED THAT:

The Investment Strategy – Service and Commercial 2021/22 be approved.

59. TREASURY MANAGEMENT STRATEGY STATEMENT 2021/22 AND PRUDENTIAL INDICATORS 2021/22-2023/24

Councillor N Rushton presented the report to members.

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

RESOLVED THAT:

The Treasury Management Strategy 2021/22, Treasury Management Prudential Indicators – Revised 2020/21 and the 2021/22-2023/24, and the Annual Minimum Revenue Provision Statement be approved.

60. PAY POLICY STATEMENT 2021/22

Councillor R Ashman presented the report to members.

It was moved by Councillor R Ashman, seconded by Councillor J Clarke and by affirmation of the meeting it was

RESOLVED THAT:

The Pay Policy Statement for 2021/22, as attached at appendix 1 of the report be approved.

61. GENDER PAY GAP 2020

Councillor R Ashman presented the report to members.

It was moved by Councillor R Ashman, seconded by Councillor L Gillard and by affirmation of the meeting it was

RESOLVED THAT:

The report be noted.

62. NOTIFICATION OF URGENT DECISIONS TAKEN BY CABINET IN QUARTER 3 2020/21

Councillor R Blunt presented the report to members.

It was moved by Councillor R Blunt, seconded by Councillor J Hoults and by affirmation of the meeting it was

RESOLVED THAT:

The report be noted.

Chairman's initials

The meeting commenced at 6.30 pm

The Chairman closed the meeting at 8.28 pm

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MINUTES of a meeting of the COUNCIL held in the Remote meeting using Microsoft Teams on TUESDAY, 16 MARCH 2021

Present: Councillor V Richichi (Chairman)

Councillors J Hoult, E G C Allman, R Ashman, R D Bayliss, C C Benfield, D Bigby, A S Black, R Blunt, R Boam, A J Bridgen, J Bridges, R Canny, J Clarke, D Everitt, T Eynon, M French, J Geary, L A Gillard, S Gillard, T Gillard, D Harrison, B Harrison-Rushton, M D Hay, G Hoult, R Johnson, J Legrys, K Merrie MBE, N J Rushton, A C Saffell, C A Sewell, S Sheahan, N Smith, J Windram, A C Woodman and M B Wyatt

Officers: Mrs B Smith, Mr J Arnold, Mr A Barton, Mrs T Bingham, Mr D Bates, Miss E Warhurst, Mrs M Long and Mr T Delaney

63. APOLOGIES FOR ABSENCE

There were no apologies for absence.

64. DECLARATION OF INTERESTS

Councillor S Sheahan declared a non-pecuniary interest with regard to any broad reference in reports to HS2 on the proviso that if any verbal reference was made to it in the meeting, he would declare a pecuniary interest and leave the meeting.

65. UPDATE ON ESTABLISHMENT OF COMPANY TO BE KNOWN AS 'EM DEVCO LIMITED'

Councillor R Ashman presented the report, which updated Members on the proposals for a locally led Development Corporation since its consideration by Council on 17 November 2020. Approval was also sought for a financial contribution by the Council of £167,000 in 2021/22 in advance of government funding being secured for the establishment of an Interim Vehicle.

A full and lengthy debate was held and broad support was expressed for the proposals contained in the report, although reservations were expressed regarding the sourcing of funding for the Council's contribution and the Development Corporation remaining locally led in the future. Clarification was also given on the relationship between the similar but separate proposals for the East Midlands Development Corporation and the Freeport.

It was moved by Councillor R Ashman, seconded by Councillor K Merrie, and by a vote of 31 for and 4 against it was subsequently

RESOLVED THAT COUNCIL:

Approves making a financial contribution of £167,000 in 2021/22 in advance of government funding being secured to support the Interim Vehicle in line with the funding approved by Council on 17 November 2020.

66. NORTH WEST LEICESTERSHIRE LOCAL PLAN PARTIAL REVIEW - PROPOSED ADOPTION

Councillor R Ashman presented the report, which sought Council approval for the adoption of the North West Leicestershire Local Plan Partial Review.

A full and lengthy debate was held in which it was acknowledged there were several areas for improvements in the current Local Plan, but it was important to agree the proposals in the report in order for the Local Plan to remain in force. It was also acknowledged that the

subsequent Substantive Review would be an opportunity for these concerns to be addressed and all Members were encouraged to engage with this process. Thanks were also expressed for the hard work of officers in responding to an ever-changing series of local and national factors when undertaking these reviews.

It was moved by Councillor R Ashman, seconded by Councillor A Bridgen, and by a vote of 32 for and 4 against it was subsequently

RESOLVED THAT COUNCIL

- 1) Accepts the Inspector's report and her recommendations to make the Local Plan Partial Review sound, as set out in Appendices A and B of the report;
- 2) Approves the minor modifications as set out in Appendix C of this report;
- 3) Delegates authority to the Strategic Director of Place in consultation with the Planning and Infrastructure Portfolio Holder to make any further changes to address typographical errors or factual corrections;
- 4) Adopts the North West Leicestershire Local Plan Partial Review as set out in Appendix E of this report; and
- 5) That an adoption statement and the final sustainability appraisal report be issued in accordance with Regulations 17 and 26 of the Town and Country Planning (Local Planning) Regulations 2012.

Councillor J Bridges experienced technical difficulties partway through the meeting, and was therefore unable to participate in the vote on item three and beginning of the debate on item four.

The meeting commenced at 6.30 pm

The Chairman closed the meeting at 7.23 pm

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

ANNUAL COUNCIL – TUESDAY, 25 MAY 2021



Title of Report	APPOINTMENT OF COMMITTEES AND GROUPS, ELECTION OF CHAIRMEN AND DEPUTY CHAIRMEN	
Presented by	Councillor Tony Gillard Conservative Group Whip	
Background Papers	The Council's Constitution.	Public Report: Yes
Financial Implications	There are no implications	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	In determining the membership of committees, account must be taken of the requirements of the Local Government (Committees and Political Groups) Regulations 1990 and 1991 made under sections 15 and 16 of the Local Government and Housing Act 1989. These Regulations require that seats on committees and sub-committees are allocated to the political groups in a way which reflects the overall balance on the Council; with some exceptions to any committees/working groups established under the Constitution.	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	There are no implications	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	To appoint the committees and groups of the Council and members to serve thereon and also to elect the Chairmen and Deputy Chairmen.	
Recommendations	<p>(A) TO MAKE THE APPOINTMENTS TO THE COMMITTEES AND GROUPS LISTED IN PARAGRAPH 1.2 OF THE REPORT.</p> <p>(B) THAT CHAIRMEN AND DEPUTY CHAIRMEN BE APPOINTED FOR THE COMMITTEES AND GROUPS LISTED IN PARAGRAPH 3.1 OF THE REPORT.</p>	

1.0 APPOINTMENT TO COMMITTEES AND GROUPS

- 1.1 In accordance with the Constitution Members must, at the Council's Annual Meeting, receive nominations of Councillors to serve on each board or committee and appoint to those boards or committees.
- 1.2 The committees and groups include:

- Appointments Committee (*4 Members plus appropriate Portfolio Holder*)
- Audit and Governance Committee (*10 Members*)
- Electoral Review Working Party (*5 Members*)
- Employee Joint Consultative Committee (*6 Members*)
- Investigatory Committee (*5 Members*)
- Licensing Committee (*17 Members*)
- Local Plan Committee (*11 Members*)
- Planning Committee (*11 Members*)
- Community Scrutiny Committee (*10 Members*)
- Corporate Scrutiny Committee (*10 Members*)

2.0 POLITICAL BALANCE REQUIREMENTS

2.1 In determining the membership of committees, account must be taken of the requirements of the Local Government (Committees and Political Groups) Regulations 1990 and 1991 made under sections 15 and 16 of the Local Government and Housing Act 1989. These Regulations require that seats on committees and sub-committees are allocated to the political groups in a way which reflects the overall balance on the Council; with some exceptions to any committees/working groups established under the Constitution. The allocation of seats on ordinary committees must be the same proportion as the number of members of the Authority as a whole. The Council has a duty when allocating or reviewing the allocation of seats on committees to give effect so far as is reasonably practicable to the following four principles:-

- (i) all the seats are not allocated to the same political group;
- (ii) the majority of the seats go to the political group in the majority on the full Council;
- (iii) subject to the above two principles, the total number of seats on the ordinary committees of the Authority are allocated to each political group in the same proportion as the group's representation on the full Council; and
- (iv) subject to the above three principles, the number of seats on each committee are allocated to each political group in the same proportion as the group's representation on the Council.

3.0 APPOINTMENT OF CHAIRMEN AND DEPUTY CHAIRMEN

3.1 Members are asked to appoint the Chairmen and Deputy Chairmen to the following:

- Appointments Committee
- Audit and Governance Committee
- Investigatory Committee
- Licensing Committee
- Local Plan Committee
- Planning Committee
- Community Scrutiny Committee
- Corporate Scrutiny Committee

4.0 NOMINATIONS

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

4.2 The appointments will take effect from 1 June 2021.

Policies and other considerations, as appropriate	
Council Priorities:	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:	The Local Government (Committees and Political Groups) Regulations 1990 and 1991 made under sections 15 and 16 of the Local Government and Housing Act 1989.
Safeguarding:	Not applicable
Equalities/Diversity:	The process ensures that all committees have a politically balanced make up.
Customer Impact:	Not applicable
Economic and Social Impact:	Not applicable
Environment and Climate Change:	Not applicable
Consultation/Community Engagement:	Political Group Leaders
Risks:	Failure to appoint to the relevant Committees would put the Council in breach of its duties and compromise the legality and integrity of any future decisions.
Officer Contact	Elizabeth Warhurst Head of Legal and Commercial Services elizabeth.warhurst@nwleicestershire.gov.uk

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APPOINTMENT OF COMMITTEES AND GROUPS, ELECTION OF CHAIRMEN AND DEPUTY CHAIRMEN

NOMINATIONS

APPOINTMENTS COMMITTEE (4 members plus appropriate Portfolio Holder)

Current Membership	Nominees for 2021/22
Chairman: Councillor R Blunt Deputy Chairman: Councillor R Ashman Councillor A C Saffell Councillor S Sheahan Appropriate Portfolio Holder	Chairman: Councillor Deputy Chairman: Councillor Councillor Councillor Appropriate Portfolio Holder
Substitutes: Councillors R D Bayliss, C Benfield, J Legrys and N J Rushton	Substitutes: Councillors

AUDIT AND GOVERNANCE COMMITTEE (10 members)

Current Membership	Nominees for 2021/22
Chairman: Councillor S Gillard Deputy Chairman: Councillor D Harrison Councillor C Benfield Councillor D Bigby Councillor J Clarke Councillor M Hay Councillor K Merrie Councillor S Sheahan Councillor V Richichi Councillor M B Wyatt	Chairman: Councillor Deputy Chairman: Councillor Councillor Councillor Councillor Councillor Councillor Councillor Councillor

COALVILLE SPECIAL EXPENSES WORKING PARTY

Current membership	Nominees for 2021/22
Ward members for Bardon, Broom Leys, Castle Rock, Coalville East, Coalville West, Greenhill, Snibston North, Snibston South and Thringstone: Councillor E Allman Councillor A Black Councillor A Bridgen Councillor D Everitt Councillor M French Councillor J Geary Councillor J Legrys Councillor J Windram Councillor M B Wyatt	Ward members for Bardon, Broom Leys, Castle Rock, Coalville East, Coalville West, Greenhill, Snibston North, Snibston South and Thringstone: Councillor E Allman Councillor A Black Councillor A Bridgen Councillor D Everitt Councillor M French Councillor J Geary Councillor J Legrys Councillor J Windram Councillor M B Wyatt

COMMUNITY SCRUTINY COMMITTEE (10 members)

Current membership	Nominees for 2021/22
Chairman: Councillor D Harrison Deputy Chairman: Councillor B Harrison-Rushton Councillor A Bridgen Councillor C Benfield Councillor T Eynon Councillor J Geary Councillor G Houlton Councillor K Merrie Councillor M B Wyatt Vacant Seat	Chairman: Councillor Deputy Chairman: Councillor Councillor Councillor Councillor Councillor Councillor Councillor Councillor Councillor
Substitutes: Councillors A Black, J Clarke, M Hay, V Richichi, A C Saffell and C Sewell	Substitutes: Councillors

CORPORATE SCRUTINY COMMITTEE (10 members)

Current membership	Nominees for 2021/22
Chairman: Councillor R Boam Deputy Chairman: Councillor J Houlton Councillor E Allman Councillor A Bridgen Councillor G Houlton Councillor R Johnson Councillor S Sheahan Councillor N Smith Councillor M B Wyatt Vacant Seat	Chairman: Councillor R Boam Deputy Chairman: Councillor J Houlton Councillor Councillor Councillor Councillor Councillor Councillor Councillor Councillor
Substitutes: Councillors D Bigby, D Everitt, M French, S Gillard, K Merrie and V Richichi	Substitutes: Councillors

ELECTORAL REVIEW WORKING PARTY (5 members)

Current membership	Nominees for 2021/22
Councillor R Ashman Councillor R Blunt Councillor N J Rushton Councillor S Sheahan Councillor M B Wyatt	Councillor Councillor Councillor Councillor Councillor
Substitutes: Councillors R D Bayliss, M French, T Gillard and C Sewell	Substitutes: Councillors

EMPLOYEE JOINT CONSULTATIVE COMMITTEE (5 members)

Current membership	Nominees for 2021/22
Councillor J Clarke Councillor J Geary Councillor G Houl Councillor J Houl Councillor M B Wyatt	Councillor Councillor Councillor Councillor Councillor
Substitutes: Councillors A Black, L Gillard, S Gillard and R Johnson	Substitutes: Councillors

INVESTIGATORY COMMITTEE (5 members)

Current membership	Nominees for 2021/22
Chairman: Councillor R Blunt Deputy Chairman: Councillor R Ashman Councillor J Clarke Councillor A C Saffell Councillor S Sheahan	Chairman: Councillor Deputy Chairman: Councillor Councillor Councillor Councillor
Substitutes: Councillors R D Bayliss, C Benfield D Everitt and G Houl	Substitutes: Councillors

LICENSING COMMITTEE (17 members)

Current membership	Nominees for 2021/22
Chairman: Councillor J Clarke Deputy Chairman: Councillor K Merrie Councillor E Allman Councillor D Everitt Councillor M French Councillor S Gillard Councillor B Harrison-Rushton Councillor M Hay Councillor G Houl Councillor J Houl Councillor V Richichi Councillor A C Saffell Councillor C Sewell Councillor S Sheahan Councillor N Smith Councillor M B Wyatt Vacant Seat	Chairman: Councillor Deputy Chairman: Councillor Councillor Councillor Councillor Councillor Councillor Councillor Councillor Councillor Councillor Councillor Councillor Councillor Councillor Councillor Councillor
Substitutes: Councillors C Benfield, A Black, R Boam, J Geary, L Gillard, D Harrison, R Johnson and J Windram	Substitutes: Councillors

LOCAL PLAN COMMITTEE (11 members)

Current membership	Nominees for 2021/22
Chairman: Councillor J Bridges Deputy Chairman: Councillor D Harrison Councillor D Bigby Councillor R Boam Councillor J Hoult Councillor R Johnson Councillor J Legrys Councillor V Richichi Councillor A C Saffell Councillor N Smith Councillor M B Wyatt	Chairman: Councillor Deputy Chairman: Councillor Councillor Councillor Councillor Councillor Councillor Councillor Councillor Councillor Councillor
Substitutes: Councillors A Black, R Canny, J Clarke, D Everitt, J Geary, G Hoult and K Merrie	Substitutes: Councillors

PLANNING COMMITTEE (11 members)

Current membership	Nominees for 2021/22
Chairman: Councillor N Smith Deputy Chairman: Councillor R Boam Councillor D Bigby Councillor A Bridgen Councillor R Canny Councillor D Everitt Councillor S Gillard Councillor J Hoult Councillor D Harrison Councillor J Legrys Councillor M B Wyatt	Chairman: Councillor N Smith Deputy Chairman: Councillor R Boam Councillor Councillor Councillor Councillor Councillor Councillor Councillor Councillor Councillor
Substitutes: Councillors R Ashman, A Black, J Bridges, G Hoult, R Johnson, A C Saffell and S Sheahan	Substitutes: Councillors

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

ANNUAL COUNCIL – TUESDAY, 25 MAY 2021



Title of Report		APPOINTMENT OF REPRESENTATIVES ON COMMUNITY BODIES
Presented by	Councillor Tony Gillard Conservative Group Whip	
Background Papers	Correspondence from Community Bodies requesting nominations held in Room 122 (Democratic Services).	Public Report: Yes
Financial Implications	There are no financial implications	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	The Constitution advises that the Council has nomination rights to a large number of different organisations, referred to as community bodies. The practice of making nominations to community bodies is a benefit to the Council and the links created contribute to the social well-being of the district.	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	There are no staffing and corporate implications	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	To approve the nominations for representatives on community bodies for the forthcoming year.	
Recommendations	THAT REPRESENTATIVES BE APPOINTED TO SERVE ON THE COMMUNITY BODIES LISTED AT APPENDIX 1	

1.0 COMMUNITY BODIES

- 1.1 The Council appoints representatives to various community bodies as attached at Appendix 1. The list of community bodies is reviewed regularly to ensure it remains current.
- 1.2 A review was last undertaken in February 2021. During the review, it was established that the following community bodies no longer require representation:-
- East Midlands Airport Liaison Panel
 - Leicestershire and Rutland Heritage Forum
 - North West Leicestershire Tourism Promotions Board
- 1.3 In April of this year, correspondence was received from the Ashby de la Zouch Endowed Schools Foundation inviting the Council to appoint a District Councillor as a trustee. The appointment would be for the duration of the four year term and it is anticipated that there may be only one formal meeting per year. It is proposed that the nominated Councillor be an Ashby member.

- 1.4 Members are asked to appoint representatives to the remaining community bodies for the forthcoming municipal year. Members are reminded that any community bodies they are appointed to by Council need to be recorded on their register of interests. The requisite form will be circulated to members following the meeting.

2.0 NOMINATIONS

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

Policies and other considerations, as appropriate	
Council Priorities:	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:	Terms of reference for each community body
Safeguarding:	Not applicable
Equalities/Diversity:	The process ensures that the most appropriate member is appointed to the community body
Customer Impact:	Not applicable
Economic and Social Impact:	Not applicable
Environment and Climate Change:	Not applicable
Consultation/Community Engagement:	Political Group Leaders
Risks:	Failure to appoint to the relevant community bodies would put the Council in breach of its duties and compromise the integrity of its relationship with community bodies in the district.
Officer Contact	Elizabeth Warhurst Head of Legal and Commercial Services elizabeth.warhurst@nwleicestershire.gov.uk

ANNUAL COUNCIL –

APPOINTMENT OF REPRESENTATIVES ON COMMUNITY BODIES

NOMINATIONS

Body	Current Membership	Nominees for 2021/22
Alderman Newton Education Foundation (1 seat)	Councillor J Clarke	
Ashby de la Zouch Endowed Schools Foundation (1 seat to be appointed every Council term)	New Community Body for 2021/22	
Bardon Hill Quarries Liaison Committee (2 seats)	Councillors A Black and J Windram	
Breedon Quarry Liaison Committee (1 seat)	R Boam (as Covering Worthington and Breedon Ward Member)	
CCTV Operations Management Group (1 seat)	Councillor A Woodman (as relevant Portfolio Holder)	
Cliffe Hill Quarry Liaison Committee (1 seat)	Councillor V Richichi	
Coalville and District Town Twinning Association (2 seats)	Councillors J Clarke and G Hoult	
Coalville Town Football Club Committee (1 seat)	Councillor J Geary	
East Midlands Airport Independent Consultative Committee (1 seat & 1 substitute)	Councillors N Smith (as Chair of Planning Committee) (sub R Boam (as Deputy Chair of Planning Committee)	
Equalities and Access Group (6 seats)	Councillors D Everitt, T Eynon, D Harrison, G Hoult, V Richichi and N Smith	
Former Lount Landfill Site Liaison Committee (2 seats)	Councillors R Boam and Vacant	
Grace Dieu Priory Trust (2 seats)	Councillors D Everitt and N Smith	
Home Start - North West Leicestershire (1 seat)	Councillor R D Bayliss (as relevant Portfolio Holder)	
Hood Park / Ivanhoe Steering Committee (1 seat)	Councillor G Hoult	
Leicester, Leicestershire and Rutland Police and Crime Panel (1 seat)	Councillor A Woodman (as relevant Portfolio Holder)	
Local Government Association – General Assembly (1 seat)	Councillor R Blunt (as Leader of the Council)	
Mantle Community Arts (2 seats)	Councillors J Geary and A Woodman	
Moira Furnace Trust (1 seat)	Councillor D Bayliss	

Body	Current Membership	Nominees for 2021/22
MSV Donington Park Consultative Forum (7 seats)	Councillors R Canny (as Castle Donington Central Ward Member), B Harrison-Rushton (as Kegworth Ward Member), M Hay (as Castle Donington Park Ward Member), N J Rushton (as Long Whatton and Diseworth Ward Member), A C Saffell (as Castle Donington Castle Ward Member), C Sewell (as Daleacre Hill Ward Member) and R Boam (as Covering Worthington and Breedon Ward Member)	
The National Forest Charitable Trust (1 seat)	Councillor J Clarke and Chief Executive (ex-officio)	
New Albion Revised Liaison Committee (1 seat)	Councillor G Hoult	
North West Leicestershire Hackney Carriage and Private Hire Taxi Licensing Forum (3 seats)	Councillors J Bridges, J Clarke (as Chairman of Licensing Committee) and K Merrie (as Deputy Chairman of Licensing Committee)	
North West Leicestershire Staying Healthy Partnership (1 seat)	Councillor A Woodman (as relevant Portfolio Holder)	
Ravenstone Hospital Charity (2 seats)	Councillors V Richichi and N Smith	
Redbank Manufacturing Liaison Committee (1 seat)	Councillor D Bigby	
Safer North West Leicestershire Partnership (1 seat)	Councillor A Woodman (as relevant Portfolio Holder)	
Whitwick Quarry Liaison Committee (3 seats)	Councillors L Gillard, S Gillard and T Gillard	

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

ANNUAL COUNCIL – TUESDAY, 25 MAY 2021



Title of Report	SCHEDULE OF MEETINGS 2021/22	
Presented by	Councillor Robert Ashman Deputy Leader	
Background Papers	None	Public Report: Yes
Financial Implications	There are no financial implications	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	The Constitution advises that the Council will agree its schedule of meetings for each forthcoming municipal year.	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	There are no staffing and corporate implications	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	To agree the schedule of meetings for the forthcoming municipal year.	
Recommendations	THE PROPOSED SCHEDULE OF MEETINGS FOR 2021/22 BE AGREED.	

1.0 BACKGROUND INFORMATION

- 1.1 Each year Council are asked to approve the schedule of meetings for the forthcoming year. The proposed schedule of meetings is attached at Appendix 1 to the report.
- 1.2 For reasons of administrative efficiency, the schedule of meetings for 2021/22 includes dates for June 2022. This is to enable members to have notice of these meetings well in advance.

2.0 MAIN FEATURES OF THE SCHEDULE

- 2.1 When compiling the schedule of meetings, regard has been had to the Council's service and financial planning timetable which includes the budget process, and the proposed meeting schedules of Leicestershire County Council and the Parish Councils within North West Leicestershire.
- 2.2 Meetings of the main committees have been programmed for the municipal year 2020/21 as follows:

Audit and Governance Committee	5
Cabinet	10
Coalville Special Expenses Working Party	4
Corporate Scrutiny Committee	6
Community Scrutiny Committee	5
Council	4 + Annual Meeting
Licensing Committee	4
Local Plan Committee	6
Planning Committee	12

- 2.3 Please note that the Cabinet meetings are included in the schedule for information only as the frequency, dates and times of the meetings are agreed by the Leader.
- 2.4 The meetings of the Coalville Special Expenses Working Party are also included for information only as these dates are agreed by the Working Party.
- 2.5 The Authority has been consulted by MHCLG on revising the dates for sign off of the final accounts, which will move from July to September, therefore a proposed additional meeting of the Audit & Governance committee has been included in the schedule for Wednesday, 22 September. Officers will notify the Audit & Governance Committee members as soon as practically possible should there be a need to change this date.
- 2.6 As the regulations to hold the local authority meetings remotely has expired, all constituted committees of the Council must now hold face to face meetings. Briefing notes have been circulated to all members providing details on how these will be held in a COVID safe and compliant way. All working groups, committee briefings and training sessions will be held either remotely or a hybrid of face to face and remotely.

Policies and other considerations, as appropriate	
Council Priorities:	All Council Priorities
Policy Considerations:	The Terms of Reference for each committee
Safeguarding:	Not applicable
Equalities/Diversity:	Not applicable
Customer Impact:	Not applicable
Economic and Social Impact:	Not applicable.
Environment and Climate Change:	Not applicable
Consultation/Community Engagement:	Corporate Leadership Team Strategy Group Performance Team Leicestershire County Council
Risks:	Failure to agree the schedule of meetings will put the Council in breach of its constitutional duties and compromise the integrity of its decision making processes.
Officer Contact	Elizabeth Warhurst Head of Legal and Commercial Services elizabeth.warhurst@nwleicestershire.gov.uk

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DRAFT SCHEDULE OF MEETINGS

MAY 2021 – JUNE 2022

Audit & Governance Committee (6.30pm)

Weds, 21 July 2021
Weds, 22 September 2021
Weds, 20 October 2021
Weds, 19 January 2022
Weds, 20 April 2022

Cabinet (5.00pm)

Tues, 08 Jun 2021
Tues, 27 July 2021
Tues, 21 September 2021
Tues, 09 November 2021
Tues, 07 December 2021
Tues, 11 January 2022
Tues, 01 February 2022 (Budget/Council Tax)
Tues, 01 March 2022
Tues, 29 March 2022
Tues, 26 April 2022
Tues, 07 Jun 2022

Coalville Special Expenses Working Party (6.30pm)

Tues, 15 June 2021
Tues, 12 October 2021
Tues, 14 December 2021
Tues, 27 April 2022
Tues, 14 June 2022

Community Scrutiny Committee (6.30pm)

Weds, 19 May 2021
Weds, 29 September 2021
Weds, 24 November 2021
Weds, 09 February 2022
Weds, 06 April 2022
Weds, 29 June 2022

Corporate Scrutiny Committee (6.30pm)

Weds, 09 June 2021
Weds, 01 September 2021
Weds, 10 November 2021 (Early Sight Budget)
Weds, 08 December 2021
Weds, 05 January 2022 (Budget –Feb Cabinet)
Weds, 09 March 2022
Weds, 08 June 2022

Council (6.30pm)

Tues, 22 June 2021
Tues, 07 September 2021
Tues, 16 November 2021
Thurs, 24 February 2022 (Budget/Council Tax)
Tues, 10 May 2022 (**Annual**)
Tues, 21 June 2022

Licensing Committee (6.30pm)

Weds, 16 June 2021
Weds, 15 September 2021
Weds, 03 November 2021
Weds, 16 February 2022
Weds, 15 June 2022

Local Plan Committee (6.00pm)

Weds, 26 May 2021
Weds, 07 July 2021
Weds, 08 September 2021
Weds, 17 November 2021
Weds, 26 January 2022
Weds, 23 March 2022
Weds, 25 May 2022

Planning Committee (6.00pm)

Weds, 02 June 2021
Tues, 06 July 2021
Tues, 03 August 2021
Thurs, 02 September 2021
Tues, 05 October 2021
Tues, 02 November 2021
Tues, 30 November 2021
Weds, 12 January 2022
Tues, 08 February 2022
Tues, 08 March 2022
Tues, 05 April 2022
Weds, 04 May 2022
Weds, 01 June 2022

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

COUNCIL – TUESDAY, 25 MAY 2021



Title of Report	APPOINTMENT OF INDEPENDENT PERSONS 2021-2025	
Presented by	Councillor Nick Rushton Corporate Portfolio Holder	
Background Papers	Council Report 21 May 2019 – Appointment of Independent Persons Council report – 23 June 2020 -Appointment of Independent Persons	Public Report: Yes
Financial Implications	None	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	None except as stated in this Report	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	There are no specific staffing issues arising from this Report.	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	To appoint the pool of Independent Persons in accordance with legislative requirements.	
Recommendations	THAT COUNCIL APPOINT THE INDEPENDENT PERSONS LISTED IN PARAGRAPH 2.2 OF THE REPORT FOR A TERM OF OFFICE OF FOUR YEARS UNTIL ANNUAL COUNCIL IN MAY 2025	

1.0 BACKGROUND

- 1.1 On 26 June 2012 Council considered a report which detailed the changes to the role of the Independent Person (IP) introduced to the Standards Regime under the Localism Act 2011. Under the Act, the Independent Person is involved from the outset in any allegations about conduct under the Members' Code of Conduct.
- 1.2 Since then, the Council has been part of an IP pool arrangement with the seven other Leicestershire District and Borough Councils. Appointment to the pool has been via a joint recruitment exercise led by a working group comprising 3 Monitoring Officers. Appointments were made to the pool in 2012 and 2016 and the terms of office of each IP were extended in 2020 and 2021 to enable Council's to synchronise their respective terms of office and due to a pause in the recruitment process due to COVID 19 respectively. The term of office of the current pool expires at the Annual Council meeting.

2.0 RECRUITMENT PROCESS

- 2.1 In January 2021, the District and Borough Monitoring Officers agreed to a joint recruitment exercise to select new IPs. It was felt that this approach had secured a selection of good quality candidates in the past and would provide resilience by continuing the pool arrangement. The recruitment exercise was led by the Monitoring Officers from North West Leicestershire District Council, Oadby and Wigston Borough Council and Melton Borough Council. Following a recruitment process and interview, the following six candidates are recommended for appointment as IPs:

Mr Michael Gibson
Mr Gordon Grimes
Mr Richard Gough
Mr Michael Pearson
Mr Laurence Faulkner
Mr Mark Shaw

A brief resume of each candidate can be found at Appendix 1. It is recommended that the IPs are appointed until Annual Council in May 2025. The Leicestershire MOs have agreed to co-fund training for the IPs which will be provided following Council, should the appointments be confirmed.

- 2.2 In addition, as a result of changes introduced by The Local Authorities (Standing Orders)(England)(Amendment) Regulations 2015 where an authority is considering the dismissal of a Statutory Officer it is required to appoint a Committee (referred to in the regulations as “the Panel”) to consider the proposed dismissal which must include at least 2 “Independent Persons”.
- 2.3 When Council approved the amendments to the Constitution in November 2015, to reflect the legislative changes in the dismissal procedure, it decided to appoint the Independent Persons appointed for the purposes of the Standards Regime as Independent Persons for the purposes of the dismissal procedure.

Policies and other considerations, as appropriate	
Council Priorities:	Maintaining and promoting high standards of member conduct supports all the Council's priorities.
Policy Considerations:	The Council has adopted arrangements for dealing with complaints about member conduct.
Safeguarding:	N/A
Equalities/Diversity:	An open and transparent recruitment process was followed.
Customer Impact:	The IPs could be consulted by MOs, councillors and members of the public.
Economic and Social Impact:	N/A
Environment and Climate Change:	N/A
Consultation/Community Engagement:	Independent Persons Advertisement – advertised across Leicestershire.

Risks:	Outlined within the report
Officer Contact	Elizabeth Warhurst Head of Legal and Commercial Services elizabeth.warhurst@nwleicestershire.gov.uk

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Likely to contain exempt information under paragraph(s) 1 of
Part 1 of Schedule 12A of the Local Government Act 1972.

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

COUNCIL – TUESDAY, 25 MAY 2021



Title of Report	MEMBER CONDUCT ANNUAL REPORT 2020-21	
Presented by	Councillor Robert Ashman Deputy Leader	
Background Papers	Localism Act 2011 Current NWL Code of Conduct Minutes of the audit and Governance Report – 21 April 2021	Public Report: Yes
Financial Implications	There are none	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	Legal implications are detailed in the report	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	There are no staffing and corporate implications	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	To receive and endorse the Member Conduct Annual Report	
Recommendations	THAT COUNCIL BE RECOMMENDED TO ENDORSE THE MEMBER CONDUCT ANNUAL REPORT 2020/21.	

1.0 INTRODUCTION

- 1.1 It is important that the work of the Audit and Governance Committee should be visible to the Authority and wider public. It is felt that the annual report acts as a helpful tool in communicating the work undertaken by the Audit and Governance Committee to the public and to Members.
- 1.2 The Annual Report of the North West Leicestershire District Council's Audit and Governance Committee covering the period 1 April 2020 to 31 March 2021 was considered by the Audit and Governance Committee at its meeting on 21 April 2021 and is appended. In addition, at the request of the Audit and Governance some further information has been provided regarding the complaints about member conduct and is appended to this report.
- 1.3. The Chairman of the Audit and Governance Committee for 2019-20 was Councillor S Gillard. He will speak on the Annual Report at the meeting.

Policies and other considerations, as appropriate	
Council Priorities:	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:	Code of Conduct and Constitution
Safeguarding:	N/A
Equalities/Diversity:	Detailed in the Annual Report attached as an appendix.
Customer Impact:	N/A
Economic and Social Impact:	N/A
Environment and Climate Change:	N/A
Consultation/Community Engagement:	N/A
Risks:	By receiving this information members will be able to manage risks of misconduct..
Officer Contact	Elizabeth Warhurst Head of Legal & Commercial Services and Monitoring Officer elizabeth.warhurst@nwleicestershire.gov.uk



MEMBER CONDUCT ANNUAL REPORT 2020-21

This is the Member Conduct Annual Report of North West Leicestershire District Council's Audit and Governance Committee and covers the period from 1 April 2020 to 31 March 2021.

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

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

2. Audit and Governance Committee Terms of Reference

Membership: Ten District Councillors

Quorum: Three District Councillors

Terms of Reference during the 2020-2021 financial year:

Statement of purpose

1. The Audit & Governance Committee is a key component of North West Leicestershire District Council's corporate governance. It provides an independent and high-level focus on the audit, assurance and reporting arrangements that underpin good governance and financial standards.
2. The purpose of the Audit & Governance Committee is to provide independent assurance to those charged with governance of the adequacy of the risk management framework and the internal control environment. It provides independent review of North West Leicestershire District Council's governance, risk management and control frameworks and oversees the financial reporting and annual governance processes. It oversees internal audit and external audit arrangements, helping to ensure efficient and effective assurance mechanisms are in place.

Governance, risk and control

3. To review the council's corporate governance arrangements against the good governance framework, including the ethical framework and consider the local code of governance.
4. To review the Annual Governance Statement prior to approval and consider whether it properly reflects the risk environment and supporting assurances, taking into account internal audit's opinion on the overall adequacy and effectiveness of the council's framework of governance, risk management and control.
5. To consider the council's arrangements to secure value for money and review assurances and assessments on the effectiveness of these arrangements.
6. To consider the council's framework of assurance and ensure that it adequately addresses the risks and priorities of the council.
7. To monitor and provide scrutiny over the effective development and operation of risk management in the council.
8. To monitor progress in addressing risk-related issues reported to the committee such as the Corporate Risk Register.

9. To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.
10. To review the assessment of fraud risks and potential harm to the council from fraud and corruption.
11. To monitor the Anti-Fraud and Corruption strategy, actions and resources.

Internal audit

12. To approve the internal audit charter.
13. To approve (but not direct) the risk-based internal audit plan, including internal audit's resource requirements, the approach to using other sources of assurance and any work required to place reliance upon those other sources.
14. To approve significant interim changes to the risk-based internal audit plan and resource requirements.
15. To make appropriate enquiries of both management and the head of internal audit to determine if there are any inappropriate scope or resource limitations.
16. To consider any impairments to independence or objectivity arising from additional roles or responsibilities outside of internal auditing of the head of internal audit. To approve and periodically review safeguards to limit such impairments.
17. To consider progress reports from the head of internal audit on internal audit's performance during the year
18. To consider the head of internal audit's annual report, including the statement of the level of conformance with the Public Sector Internal Audit Standards and the results of the Quality Assurance and Improvement Programme that supports the statement. Fundamental to the annual report is the opinion on the overall adequacy and effectiveness of the council's framework of governance, risk management and control together with the summary of the work supporting the opinion. These will assist the committee in reviewing the Annual Governance Statement.
19. To consider summaries of specific internal audit reports in accordance with agreed protocols.
20. To receive reports outlining the action taken where the head of internal audit has concluded that management has accepted a level of risk that may be unacceptable to the authority or there are concerns about progress with the implementation of agreed actions.
21. To contribute to the QAIP and in particular, to the external quality assessment of internal audit that takes place at least once every five years.
22. To provide free and unfettered access to the audit committee chair for the head of internal audit, including the opportunity for a private meeting with the committee.

External audit

23. To support the independence of external audit through consideration of the external auditor's annual assessment of its independence and review of any issues raised.
24. To consider the external auditor's annual letter, relevant reports and the report to those charged with governance.
25. To consider specific reports as agreed with the external auditor.

26. To comment on the scope and depth of external audit work and to ensure it gives value for money.

Financial reporting

27. To review the annual statement of accounts. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the council.
28. To consider the external auditor's report to those charged with governance on issues arising from the audit of the accounts.
29. To seek assurances that the council has complied with the Treasury Management Strategy and Practices by demonstrating effective control of the associated risks and pursuing optimum performance consistent with those risks.

Accountability arrangements

30. To report to those charged with governance on the committee's findings, conclusions and recommendations concerning the adequacy and effectiveness of their governance, risk management and internal control frameworks, financial reporting arrangements, and internal and external audit functions.
31. To report to full council on a regular basis on the committee's performance in relation to the terms of reference and the effectiveness of the committee in meeting its purpose.
32. To publish an annual report on the work of the committee.

Functions	Matters reserved for a Decision
The Council has determined under the powers conferred on it by Section 28(6) of the Localism Act 2011 to appoint an Audit and Governance Committee and it has the following roles and functions:	To determine any issues referred to the Committee (except for any matter reserved to the Council).
<p>Promoting and maintaining high standards of conduct by councillors and co-optees</p> <p>Assisting the councillors and co-optees to observe the Members' Code of Conduct</p> <p>Advising the Council on the adoption or revision of the Members' Code of Conduct</p> <p>Monitoring the operation of the Members' Code of Conduct</p> <p>Advising, training or arranging to train councillors and co-opted members on matters relating to the Members' Code of Conduct</p> <p>Granting dispensations to councillors who require such dispensations for more than one meeting or on more than one occasion from requirements relating to interests set out in the Members Code of Conduct as appropriate</p>	

<p>Dealing with any report from the Monitoring Officer on any matter concerning Governance</p> <p>To establish Sub-committees for the Assessment of Determination of matters concerning allegations of Members Conduct</p> <p>And in addition the Audit and Governance Committee also oversees the ethical framework of the Council including oversight of:</p> <ul style="list-style-type: none"> • the Whistle Blowing Policy • complaints handling • Ombudsman investigations 	
To exercise the above functions for the parish councils wholly or mainly in its area and the members of those parish councils.	

Sub-committees of the Audit and Governance Committee

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

Assessment Sub-committee

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

- Accept the Monitoring Officer's recommendation of no failure to comply with the Code of Conduct
- Refer the matter for full investigation
- Refer the matter for other action

Review Sub-committee

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

Determinations Sub-committee

To receive reports from the Monitoring Officer or her appointed investigating officer and to decide either:

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

in accordance with the Council Guidance

3. Composition

District Councillors

All appointed by Council on 23 June 2020

Chairman: Councillor S Gillard
Deputy Chairman: Councillor D Harrison
Councillor C Benfield
Councillor D Bigby
Councillor J Clarke
Councillor M Hay
Councillor K Merrie
Councillor V Richichi
Councillor S Sheahan
Councillor M Wyatt

Parish Representatives

The following parish councillors were appointed as Parish Representatives with effect from 8 September 2020 for the remainder of the Administration (May 2023):

Councillor Patricia Thomas – Ashby Woulds Town Council
Councillor Ray Woodward – Whitwick Parish Council
Councillor Stephen Leary – Measham Parish Council
Councillor Brian Beggan – Ashby Town Council

Independent Persons

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

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

Michael Pearson
Mark Shaw
Christine Howell
Gordon Grimes
Richard Gough

The main officer support for the Committee is provided by the Monitoring Officer (Elizabeth Warhurst), the Deputy Monitoring Officer (Kate Hiller) and the Democratic Support Officer (Rachel Wallace).

4. Meetings and Work Programme

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

5. Reporting Arrangements

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

6. Procedures and Workloads

(a) Dispensations

During 2020/21, there were no applications received for a dispensation from either District or Parish members.

(b) Complaints made to the Monitoring Officer under the Code of Conduct during 2020/21

<u>Qtr</u>	<u>Complaint from</u>	<u>About district/parish councillor</u>	<u>Regarding</u>	<u>status</u>
<u>Q1 20/21</u>	<u>Parish cllr</u>	<u>Parish cllr</u>	<u>Comments re using PCs for personal use</u>	<u>Resolved informally 07.07.2020 Q2</u>
	<u>Members of the public</u>	<u>District cllr</u>	<u>34 complaints about comments on social media</u>	<u>Not acting as cllr - Code not engaged 29.06.2020 Q1</u>
	<u>Parish cllr</u>	<u>Parish cllr</u>	<u>Comments in an email</u>	<u>Withdrawn 29.06.2020 Q1</u>
	<u>Member of the public</u>	<u>Parish Cllr</u>	<u>Inaccurate info re risk assessments</u>	<u>No breach of Code 16.09.2020 Q2</u>
	<u>Member of the public</u>	<u>Parish cllr</u>	<u>Comments on social media</u>	<u>Not acting as cllr - Code not engaged 01.07.2020 Q1</u>
<u>Q2 20/21</u>	<u>Member of the public</u>	<u>Parish/District Cllr</u>	<u>Unacceptable behaviour</u>	<u>Withdrawn 06.07.2020 Q2</u> <u>Not a CoC matter</u>
	<u>Member of the public</u>	<u>Parish Cllr</u>	<u>Inappropriate behaviour</u>	<u>Withdrawn 14.10.2020 Q3</u>
	<u>District cllr</u>	<u>District cllr</u>	<u>Comments on social media</u>	<u>withdrawn 14.10.2020 Q3</u>
	<u>District cllr</u>	<u>District cllr</u>	<u>Comments made at Council</u>	<u>Assessment sub committee 14.12.2020 Q3</u> <u>Referred back to MO for further action. Cllr to make statement at Council on 23 Feb 2021 (Q4)</u>
	<u>Member of the public</u>	<u>District cllr</u>	<u>Unacceptable behaviour</u>	<u>Withdrawn 12.02.2021 Q4</u>
	<u>Parish cllrs</u>	<u>Parish cllr</u>	<u>Unacceptable behaviour</u>	<u>1 complaint Resolved informally 03.11.2020 Q3</u> <u>1 complaint passed to the assessment subcommittee 14.12.2020 Q3</u> <u>Referred for investigation due to the complexity of the issues</u>
	<u>Member of</u>	<u>Parish Cllr</u>		<u>Withdrawn</u>

	<u>the public</u>		<u>Breaching Covid regs</u>	<u>13.10.2020</u> <u>Q3</u>
	<u>Member of the public</u>	<u>District cllr</u>	<u>Planning application</u>	<u>Withdrawn</u> <u>05.11.2020</u> <u>Q3</u>
<u>Q3</u> <u>20/2</u> <u>1</u>	<u>District cllr</u>	<u>Parish Cllr</u>	<u>Comments made at PC meeting</u>	<u>Assessment sub committee</u> <u>14.12.2020</u> <u>Q3</u> <u>No further action</u>
	<u>Member of the public</u>	<u>Parish Cllr</u>	<u>Comment made in correspondence</u>	<u>Resolved informally</u> <u>11.01.2021</u> <u>Q4</u>
	<u>Member of the public</u>	<u>District cllr</u>	<u>Unacceptable behaviour</u>	<u>Withdrawn</u> <u>17.11.2020</u> <u>Q3</u>
	<u>Parish cllrs</u>	<u>Parish cllr</u>	<u>Inappropriate behaviour</u>	<u>Not acting as cllrs - Code not engaged</u> <u>16.12.2020</u> <u>Q3</u>
	<u>Member of the public</u>	<u>Parish Cllr</u>	<u>Comments on social media</u>	<u>Not acting as cllr - Code not engaged</u> <u>16.12.2020</u> <u>Q3</u>
<u>Q4</u> <u>20/2</u> <u>1</u>	<u>Member of the public</u>	<u>Parish Cllr</u>	<u>Breaching Covid regs</u>	<u>Initial tests not met</u> <u>06.01.2021</u> <u>Q4</u>
	<u>District cllr</u>	<u>Parish Cllr</u>	<u>Comments made at Parish council meeting</u>	<u>Withdrawn</u> <u>05.02.2021</u> <u>Q4</u>
	<u>Member of the public</u>	<u>Parish cllr</u>	<u>Comments on social media</u>	<u>Withdrawn</u> <u>02.03.2021</u> <u>Q4</u>

(c) Complaints referred to the Standards Assessment Sub Committee

From the above-mentioned complaints: - 3

(d) Members' Register of Interests

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

(e) Advice and Training

The Monitoring Officer and Deputy Monitoring Officer continue to provide both parish and district members with advice, both proactively and on request, on member's interests and all aspects of corporate governance.

Following the District and Parish Council Elections in May 2019, training on the Code of Conduct was offered to all District and Parish Members.

Training is also currently being provided to members on all aspects of data protection and freedom of information.

7. Policies & Procedures

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

- the Whistle Blowing Policy
- complaints handling
- Ombudsman investigations.
- Freedom of Information and Data Protection
- Anti Fraud and Corruption Policy
- Anti Money Laundering Policy
- Risk Management Policy
- RIPA Policy
- Information Management Policy
- Data Protection Policy
- ICT & Cyber Security Policy
- Local Code of Corporate Governance

Elizabeth Warhurst
Monitoring Officer

Councillor S Gillard Chairman

OUR VISION

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

Legal and Support Services
North West Leicestershire District Council

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

ANNUAL COUNCIL – TUESDAY, 25 MAY 2021



Title of Report	URGENT DECISIONS TAKEN BY CABINET IN QUARTER 4 2020/21	
Presented by	Councillor Richard Blunt Leader	
Background Papers	Council's Constitution Cabinet Report – 2 March 2021 - Authority to Award Green Homes Grant Phase 1B Improvement Contract Cabinet Report – 23 March 2021- Amendments to the Test and Trace Discretionary Policy Confidential Cabinet Report – 23 March 2021 – Needham's Walk, Coalville Cabinet Report – 30 March 2021 - Additional Restrictions Grant	Public Report: Yes
Financial Implications	Financial implications were taken into account by the Cabinet in reaching its decisions.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	Legal implications were taken into account by the Cabinet in reaching the decisions.	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	There are no staffing and corporate implications	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	In accordance with the Council's Constitution, to formally report that the Cabinet has taken decisions, which are considered to be urgent and, if delayed, would be likely to cause serious prejudice to the Council's interests.	
Recommendations	THAT COUNCIL NOTES THE REPORT.	

1.0 BACKGROUND

- 1.1 The Special Urgency Procedure in the Executive Procedure Rules in the Council's Constitution states that, if the date by which an executive decision must be taken and the general exception Rule 16 cannot be followed, then the decision can only be taken if Cabinet has obtained the agreement of the relevant Scrutiny Chairman that the taking of the decision cannot be reasonably deferred. If the Chairman of the relevant Scrutiny Committee is unable to act, then the agreement of the Chairman of the Council, or in his/her absence the Deputy Chairman will suffice.
- 1.2 Under the Special Urgency Procedure, the Leader is required to submit a quarterly report to the Council on the executive decisions taken under rule 17 in the preceding

three months. The report will include the number of decisions taken and a summary of the matter about which each decision was made.

- 1.3 The reporting timetable for 2020/21 is as follows:-

			REPORT TO COUNCIL
Q1			8 September 2020
April	May	June	
Q2			17 November 2020
July	August	Sept	
Q3			23 February 2021
Oct	Nov	Dec	
Q4			11 May 2021
Jan	Feb	Mar	

- 1.4 The Special Urgency decisions are detailed at section 2 of the report.
- 1.5 As set out in Rule 13(g)(i) (call-in urgency) of Part 4.6 of the Council's Constitution, the call-in procedure may be suspended where a decision being taken by the Cabinet is urgent. A decision is considered urgent if any delay likely to be caused by the call-in process would seriously prejudice the Council's or the public's interests.
- 1.6 In all circumstances, the Chairman of the Council must agree that the decision is reasonable and must agree to the decision being treated as a matter of urgency.
- 1.7 Decisions taken as a matter of urgency must be recorded in the minutes and be reported to the next available meeting of the Council, together with the reasons for urgency.
- 1.8 Decisions that required the waiver of call- in are detailed at section 4 of the report.

2.0 SPECIAL URGENCY DECISIONS MADE DURING QUARTER 4

- 2.1 One urgent executive decision was made during quarter 4 by the Cabinet. The decision was:-

- Additional Restrictions Grant

- 2.2 In line with the Special Urgency Procedure the Chairman of the relevant Scrutiny Committee agreed that the decision proposed was reasonable in all circumstances and that it should be treated as a matter of urgency.
- 2.3 A summary of the decision is detailed below.

3.0 ADDITIONAL RESTRICTIONS GRANT – TUESDAY, 30 MARCH 2021

- 3.1 In the March 2021 Budget, the Chancellor of the Exchequer announced new "Restart" grants for businesses in England. As part of this announcement, Government announced that there would be another £425 million of ARG funding distributed to local authorities but that this would be conditional on original allocations being spent by 30 June 2021, some nine months earlier than originally planned. The potential additional ARG grant in NW Leicestershire is approximately £750,000.
- 3.2 This changed timetable for spend posed a significant risk to our strategy for spending ARG money and we needed to develop plans to allow us to respond quickly to the

changing guidance. It was considered appropriate to take an urgent paper to Cabinet to accelerate plans that were already in development so that the Council would receive the additional funding and maximise the support available to businesses.

4.0 WAIVER OF CALL-IN DECISIONS MADE BY CABINET

4.1 Three executive decisions were taken by Cabinet, where the Chairman of the Council agreed that any delay caused by call-in process would seriously prejudice the Council's or the public's interests.

4.2 A summary of each decision made is detailed below:-

5.0 AUTHORITY TO AWARD GREEN HOMES GRANT PHASE 1B IMPROVEMENT CONTRACT – TUESDAY, 2 MARCH 2021

5.1 On Tuesday, 2 March 2021, Cabinet considered an urgent report regarding the procurement implications of our successful award of Green Homes Grant Local Authority Delivery (GHG LAD) Phase 1B funding. Through the scheme the Council secured £264k of grant funding to complete work to 56 Council tenants homes. The report sought delegated authority for the Strategic Director (Housing) in consultation with the Portfolio holder and S151 officer, to award contracts to complete the required work, and for a domestic energy assessor to support the assessment process.

5.2 As the energy efficiency works for which the grant funding has been allocated have to be completed by September 2021, any delay in procurement could have prejudice the successful delivery of the required improvement work, leading to a potential breach of the grant conditions. The matter was therefore agreed as an urgent item by the Chairman of the Council and was exempted from call in for the same reason.

6.0 AMENDMENTS TO THE TEST AND TRACE DISCRETIONARY POLICY – TUESDAY, 23 MARCH 2021

6.1 On 23 March 2021, Cabinet considered an urgent report regarding amendments to the Discretionary Test and Trace policy. The Council receives a government grant to support those who are working but on low income and have been asked to self-isolate due to Covid, resulting in a loss of income.

6.2 The recommendations enabled minor changes to the scheme to increase eligibility for claimants. The report also delegated authority for the Strategic Director of Housing and Customer, in consultation with the Portfolio Holder, to make future changes to the scheme.

6.3 The item was heard urgently, so that the changes could be implemented both without delay, and also to harmonise administration with other Leicestershire Revenues and Benefits Partnership partners. A waiver from call in was also sought and approved from the Chairman of the Council, so that the revised eligibility could be implemented immediately.

6.4 Approval was given for a decision on this basis to avoid delay in paying eligible claimants, who otherwise might have been financial disenfranchised from mandatory self-isolation.

7.0 NEEDHAM'S WALK COALVILLE – TUESDAY, 23 MARCH 2021

7.1 On Tuesday, 23 March, a confidential paper was presented to Cabinet seeking approval to legal matters which would allow a landowner to sell their land. The Chairman of the Council had previously agreed that in order not to disadvantage the owner by introducing additional procedural delay, Call-in provisions should be waived.

Policies and other considerations, as appropriate	
Council Priorities:	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:	As detailed on each report that was considered by Cabinet
Safeguarding:	As detailed on each report that was considered by Cabinet
Equalities/Diversity:	As detailed on each report that was considered by Cabinet
Customer Impact:	As detailed on each report that was considered by Cabinet
Economic and Social Impact:	As detailed on each report that was considered by Cabinet
Environment and Climate Change:	As detailed on each report that was considered by Cabinet
Consultation/Community Engagement:	Chairmen of the relevant Scrutiny Committees Chairman of the Council
Risks:	To comply with Special Urgency Rule 17 of Part 4.3 of the Council's Constitution, the decisions made by Cabinet are to be reported to Council and Rule 13 (call-in urgency) of Part 4.6 of the Council's Constitution that suspensions of Call-In in relation to urgent decisions made by Cabinet are to be reported to Council.
Officer Contact	Elizabeth Warhurst Head of Legal and Commercial Services elizabeth.warhurst@nwleicestershire.gov.uk