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

Time/Date 6.30 pm on TUESDAY, 22 JUNE 2021

Location Wheatcroft Suite, Radisson Blu, Castle Donington - The public are encouraged to watch the meeting online

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. CHAIRMAN'S ANNOUNCEMENTS	
4. 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.	
5. 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.

6. 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.

7. MOTIONS

To consider the following motion received from Councillor R Ashman:

"This Council:

- Notes that 2021 is the 26th anniversary of the Srebrenica genocide in Bosnia and Herzegovina, which saw over 8,000 Muslim men and boys killed by Serbian nationalist forces.
- Notes that in 2009 the European Parliament passed a resolution that 11 July should be recognised as the day of commemoration of the Srebrenica genocide all over the EU; and in 2015 urged the development of educational and cultural programmes that promote an understanding of the causes of such atrocities and raise awareness about the need to nurture peace and to promote human rights and interfaith tolerance. All UK political parties have supported the work of Remembering Srebrenica in this regard.
- Applauds the work of those involved in the pursuit of justice for the victims and their surviving relatives, including the International Commission of Missing People (ICMP) and the Mothers of Srebrenica, whose courage and humility in the face of unthinkable horror is an inspiration to us all.
- Commends the work of the charity, Remembering Srebrenica, in raising awareness of this tragic and preventable genocide and working in communities across Britain to help them learn the lessons of Srebrenica.

The Council resolves to:

- Incorporate the lessons learnt into our existing Hate Crime work programme within the Council's Equality and Diversity action plan ensuring we support Remembering Srebrenica to share the lessons learnt, to tackle hatred and intolerance, and to help build a better, safer and more cohesive society for everyone.
- Work with Remembering Srebrenica delegates from North West Leicestershire who visited Bosnia on the 'Lessons from Srebrenica' education programme and have been working tirelessly in the community to share key messages and raise awareness of the genocide.
- Hold Srebrenica memorial events in July each year throughout North West Leicestershire as part of the UK-wide Remembering Srebrenica Memorial Week."

Item	Pages
8. PETITIONS To receive petitions in accordance with the Council's Petition Scheme.	
9. MINUTES To confirm the minutes of the meeting of the Council held on 25 May 2021	5 - 18
10. ASHBY BUSINESS IMPROVEMENT DISTRICT (BID) Report of the Strategic Director (Place)	19 - 46
11. SCRUTINY ANNUAL REPORT Report of the Strategic Directors	47 - 68

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MINUTES of a meeting of the COUNCIL held in the Wheatcroft Suite, Radisson Blu, Castle Donington - The public are encouraged to watch the meeting online on TUESDAY, 25 MAY 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, R L Morris, N J Rushton, A C Saffell, C A Sewell, S Sheahan, J G Simmons, N Smith, J Windram, A C Woodman and M B Wyatt

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

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor C Benfield.

2. DECLARATION OF INTERESTS

There were no interests declared.

3. APPOINTMENT OF CHAIRMAN

Councillor V Richichi said a few words regarding his year as Chairman. He thanked Councillor J Hoult for supporting him as his Deputy during the year and he welcomed Councillors J Simmons and R Morris following their election in May. He acknowledged how difficult the past twelve months had been and that he hoped no other generations had to endure such a horrific pandemic.

Nominations were sought for the Chairman for the ensuing municipal year.

It was moved by Councillor R Blunt that Councillor V Richichi be appointed as Chairman of the Council for 2021/22.

The motion was seconded by Councillor R Ashman.

Upon being put to the vote it was

RESOLVED THAT:

Councillor V Richichi be appointed Chairman of the Council for 2021/22.

Councillor V Richichi remained in the Chair and signed the Declaration of Acceptance of Office.

The Chairman thanked Members for electing him as Chairman for another year. He stated that he would remain impartial throughout his time in the role and treat all Councillors equally.

4. APPOINTMENT OF DEPUTY CHAIRMAN

It was moved by Councillor R Blunt that Councillor R Boam be appointed as Deputy Chairman of the Council for 2021/22.

The motion was seconded by Councillor R Ashman and

Upon being put to the vote it was subsequently

RESOLVED THAT:

Councillor R Boam be appointed as Deputy Chairman of the Council for 2021/22.

Councillor R Boam received the Deputy Chairman's chains and signed the Declaration of Acceptance of Office.

Councillor R Boam thanked members for electing him as Deputy Chairman and that he would support the Chairman as needed throughout the year.

5. APPOINTMENT OF LEADER

It was moved by Councillor T Gillard that Councillor R Blunt be appointed as Leader of the Council for 2021/22.

The motion was seconded by Councillor K Merrie and

Upon being put to the vote it was subsequently

RESOLVED THAT:

Councillor R Blunt be appointed as the Leader of the Council for 2021/22.

Councillor R Blunt thanked Members for electing him to the role for the 15th year and that there was a huge agenda in front of them for the year ahead. He stated that he would do his best for every member of the Council.

6. CHAIRMAN'S ANNOUNCEMENTS

The Chairman stated that he hoped to be able to promote the Council more over the year and he wished to see more of the Councillors supporting his charity dinners throughout the year, the first of which would be held on 1 July 2021. He advised that his chosen charities for the year were the RNLI and Mountain Rescue.

7. LEADER'S AND PORTFOLIO HOLDERS' ANNOUNCEMENTS

The Leader of the Council, Councillor R Blunt announced the appointments and delegations of executive functions for the forthcoming municipal year as follows:

Leader – Councillor Richard Blunt

Deputy Leader and Planning and Infrastructure Portfolio – Councillor Robert Ashman

Community Services Portfolio – Councillor Andrew Woodman

Corporate Portfolio – Councillor Nick Rushton

Housing, Property and Customer Services Portfolio – Councillor Roger Bayliss

Business and Regeneration Portfolio holder – Councillor Tony Gillard

As in previous years the Executive responsibilities were to be delegated to the Cabinet to take decisions collectively.

He was also pleased to announce that the Council was one of fourteen local authorities that had been selected by the MHCLG to receive funding towards developing principles to support the local design code. He added that it was a real opportunity to be at the forefront of good practice nationally when it came to design, building on the excellent work that the Council had already put in over recent years to raise standards.

Councillor S Sheahan advised the members of the Labour Group's shadow portfolio holders. They were:-

Business / Employment / Infrastructure – Councillor C Sewell

Climate Emergency / Biodiversity / Air Quality – Councillor M Hay

Planning, including Devco & Freeport – Councillor J Legrys

Housing, Property & Customer Services – Councillor D Everitt

Coalville Project – Councillor J Geary

Community Services, including Leisure – Councillor D Bigby

Finance & Corporate – Councillor S Sheahan

The Community Services Portfolio Holder, Councillor A Woodman stated that he was pleased to announce the Council was launching its new scheme to wage war on litter within the district. He advised that a detailed plan was being developed which would set out how the litter problems would be tackled, the first stage of which would be launching a grant scheme, which would provide money to Parish Councils to support volunteers in their areas. He noted the increase in the number of people volunteering to litter pick and took the opportunity to thank them all.

8. QUESTION AND ANSWER SESSION

There were no questions received.

9. QUESTIONS FROM COUNCILLORS

The Chairman advised that five questions had been received and that he would take them in the order that they had been received.

The Chairman invited Councillor R Johnson to ask his question addressed to Councillor R Ashman.

"1. What forward plans has this council have, in putting in place support and training of the Council's Planning Enforcement team in the next financial year?

2. What is the view of the Portfolio holder for Planning and Regeneration where a developer has placed on them conditions to retain trees, then breaks that condition and fells 5 healthy ones, that this council's planning enforcement does not enforce the

conditions set when planning permission was accepted by the developer, with no sanction nor implements a fine?

This sends out in my humble opinion the wrong message to our communities that developers can do what they want, when they want.

3. What is the view of the Planning Portfolio holder for Planning and Regeneration on the destruction of our countryside's wildlife habitats by uncaring developers where unknown persons are setting snares, where domestic animals get caught in them, fencing off Badger's setts destroying our wild animals' habitats, the destruction of our hedgerows and trees where our wild birds are nesting?

Is this progress that we as countryside communities must swallow and take a blind eye too?"

The Chairman invited Councillor R Ashman to respond.

"1. Training for all staff including planning enforcement officer's is discussed and agreed at the 6 monthly reflection meetings. This includes new and refresher training to ensure continual personal development is kept up to date.

2. Where conditions are placed upon developers for the retention of trees, it would be expected that these conditions are adhered too. However, there are instances where, on further investigation, the tree(s) are rotten or diseased and need to be felled for safety reasons. This should be dealt with through discussion between developers and officers about the need to vary the planning permission. The Planning Enforcement team will investigate any complaints of trees being felled without this process being followed, and may suggest a retrospective application be made, which could include mitigation measures such as replacement trees. If agreed mitigation is not forthcoming, the Planning Enforcement team would follow the enforcement policy to determine the next steps.

I do not know the site that Cllr Johnson is concerned about and it would not be appropriate to discuss a specific complaint or enforcement case at Council. However, if Cllr Johnson would like to provide me with details outside this meeting, I will work with officers to provide a specific response.

3. The Council's Planning team ensure that relevant conditions are attached to approved planning permissions to ensure protection of the countryside and wildlife habitats and that any removal of trees and hedgerows outside of the approved permission will be investigated by the Planning Enforcement Team.

The fencing off of badger setts, destruction of wildlife habitats and setting of snares is a criminal matter under The Wildlife and Countryside Act 1981 which is enforceable by the Police as the Council do not have the powers in which to deal with any offence under this act."

The Chairman invited Councillor R Johnson to ask a supplementary question.

He thanked Councillor Ashman for his response and asked We as Councillors are the voice of our communities and we all want an effective Planning Enforcement team with Teeth

The reason I asked the original question was that in my humble opinion the team is overworked under resourced and under valued

I think you have missed the general point I was making, in the last sentence that developers in my humble opinion are sending the wrong messages out to our communities that they can do what they when they want even in bird breeding season

I am fully aware of The Wildlife and Countryside Act and do work closely with our Rural Crime Officers within Leicestershire Police

Yes there are conditions in place with any permission, to protect our wildlife but in practice on sites it is interpretation by developers that often causes offence in the miss use of snares and traps and destruction of the habitats

We as an authority in my humble opinion have to ensure to keep our wild life safe one hopes you would agree.

Councillor R Ashman thanked Councillor R Johnson and advised that he would take on board the comments, that planning enforcement was huge part of the planning process and that resourcing would be looked at. The questions would be forwarded to member services for responses to be formulated.

Post meeting note – responses to supplementary questions:-

Officers can confirm that the team are resourced in an effective and efficient manner. The service has been benchmarked against other local authorities and the caseload per officer aligns accordingly.

A clear question is not visible from the next two supplementary questions and so I would ask that you directly liaise with the Planning Enforcement Team by logging an enquiry with this particular site related issue/ concern via Member Services. By taking this targeted approach officers can try and answer what your specific concern is regarding the protection of wildlife. As Portfolio Holder, I have asked to be kept informed of the responses to you as I take very seriously incidents where developers have not followed the agreements to protect the natural environment stipulated in the planning permission.

The Chairman invited Councillor S Sheahan to ask his question addressed to Councillor A Woodman.

“In advance of the publication of the Government's new strategy on disability, it would be helpful to know what the Council's stance is in a number of areas where local government can have a positive influence on the lives of disabled people.

- a) Helping disabled persons into employment?
- b) Increasing the supply of accessible housing, through the Local Plan process?
- c) Improving the accessibility of public buildings through licensing?
- d) Ensuring that there are enough wheelchair accessible taxis and private hire vehicles in the District?”

The Chairman invited Councillor A Woodman to respond.

“a) The Council is a recognised “Disability Confident” employer. We guarantee interviews for disabled people who meet the key criteria for our jobs and we provide support during our recruitment processes and to those who subsequently join us throughout their working lives. The Councils Equality and Access group is aware of the plans to publish a new strategy and we will amend our plans and arrangements as needed.

The Council remains committed to the Government's Disability Confident programme. We continue to work with the Department for Work and Pensions to engage and support local employers to become Disability Confident and encourage employers to think differently about disability and take action to improve how they recruit, retain and develop disabled people.

We also work with job centre to support employers to adopt more open recruitment policies to actively attract job seekers with disabilities as well as others who face barriers to employment such as ex-offenders, lone parents and careers.

Local companies such as XPO and Marks and Spencer actively recruit people who may require additional help and adaptations to the workplace with excellent results. M&S have a number of deaf employees and recently, working in partnership with The Prince's Trust have recruited a blind person, as well as staff with autism and Asperger's syndrome.

We will continue to work with the DWP to encourage more employers to become disability confident and through jobs fairs and careers advice we will connect job seekers and employers together.

b) The Government has established optional technical housing standards.

<https://www.gov.uk/guidance/housing-optional-technical-standards>. This provides local authorities with an option to set additional technical requirements exceeding the minimum standards required by Building Regulations in respect of (amongst other things) access and an optional nationally described space standard. However, evidence is required to determine whether there is a need for additional standards and to then justify setting appropriate policies in the local plan. This work will be assessed as part of the Local Plan review and a report will be taken to Local plan Committee in due course.

c) The council has no powers under licencing to influence the accessibility of public buildings but is committed to ensuring fair access to public services, both physically and virtually, ensuring that customers can access council services in the way in which they need too. Any significant works to council buildings always look at accessibility and are done in accordance with any appropriate standards. In certain circumstances involving new build and external alterations to buildings, these may be subject to planning and building regulation requirements. An example of the council's commitment to meeting the needs of people with disabilities is the new state of the art "Changing Rooms" facility which is a vital facility in the new Whitwick and Coalville Leisure Centre currently under construction.

d) There is not a legislative requirement to licence a specific number of wheelchair accessible taxis and private hire vehicles (WAV's). The council publishes a list of designated wheelchair accessible vehicles licensed by the council as required by s167 of the 2010 Equalities Act.

There are currently four wheelchair accessible vehicles licensed by the council designated for the purposes of section 165 of the Act. The council has not received any concerns relating to the availability of WAV in the district. If concerns were raised the council could consider introducing licensing policy to increase the number that are licensed."

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

Councillor Sheahan thanked the Portfolio Holder for his answers and asked if the Portfolio Holder agreed that the Council could positively influence employment opportunities for disabled persons through the procurement process, would the Council use licensing powers to ensure commercial premises had disabled accessible if suitable legislation was available, and would the Portfolio Holder agree to carry out a survey to identify the unmet need for disabled accessible taxis and private hire vehicles?

Councillor A Woodman acknowledged the hard work of the equalities officer and took on board the points raised by Councillor S Sheahan, which he would discuss with officers and provide a response outside of the meeting.

Post meeting note – responses to supplementary questions:-

No, I don't think that the Council can positively influence employment opportunities for disabled persons through our procurement process.

However, there are processes and mechanisms already in place within the council (through Human Resources and Economic Development & Regeneration) specifically designed to support and influence employment opportunities for disabled people at the Council and with local employers.

The Public Services (Social Value) Act 2012 requires us to consider how the services we procure might improve the economic, social and environmental well-being of the area. It is defined as improving economic, social and environmental wellbeing from public sector contracts over and above the delivery of the services directly required at no extra cost. At the council we look to include social value evaluation criteria as part of any procurement process, these usually are focussed on economic sustainability and local employment.

In relation to the using Licensing powers to ensure premises have suitable disabled access Officers will await any change in legislation before progressing any measures

A targeted survey will be carried out by the Licencing team to assess if the current supply of Wheelchair Accessible Vehicles is sufficient to meet the demand within the district.

The Chairman invited Councillor T Eynon to ask her question addressed to Councillor A Woodman.

“Residents of Clutsom Road and Kemp Road in my ward, Hugglescote St Mary’s, are troubled by vehicles being parked in the evenings and overnight on the pavement at the entrance to their estate. This causes obstruction to pedestrians and restricts visibility for moving traffic. Residents in surrounding streets lack off-street parking, but with no other transport alternatives, need to park their private car or commercial vehicle near their home.

- How could this Council, through Planning, Enforcement and/or Community Development, assist residents to resolve this conflict?
- How does this Council’s performance on resolving such Parking issues compare with other authorities?”

The Chairman invited Councillor A Woodman to respond

“Problem parking is an issue across the district and the county as a whole. The enforcement of problem parking is dependent upon the circumstances of each case. Leicestershire County Council (LCC) published a report in 2012 which is attached to this table for your information as it highlights the relevant authority who would deal with each issue.

NWLDC delivers on street parking enforcement on behalf of (LCC) under contract and the hours of operation are prescribed through the contract agreement.

As the pavement parking is taking place mostly in the evening, as stated, this is outside NWLDC normal patrol hours. If observed by a Civil Enforcement Officer (CEO), the officers can issue a penalty charge notice if a vehicle is on the pavement, adjacent to the “no waiting restriction” or for any other restrictions (and not carrying out any exempt activity or a blue badge holder).

Contact was made with LCC recently regarding this specific location. LCC advised that if they decide to allocate resources and carry out any ad hoc evening patrols in the future these would be added to their list of locations outside of patrol hours. If the pavement parking is considered dangerous or an obstruction then it would be a matter for the police,

the police no longer have the powers to issue for parking contraventions, only for safety concerns.

In terms of parking issues on existing residential streets, Residents Parking Schemes can be considered and these are dealt with by LCC.

In terms of car parking standards for new buildings and future developments, guidance is contained both in the Leicestershire Highways Design Guide (Leicestershire County Council) and the Council's Good Design SPD. The guidance in the Council's Good Design SPD is based on the Leicestershire Highways Design Guide and requires a minimum of two off street spaces for dwellings up to three bedrooms and a minimum of three spaces for dwellings with four bedrooms or more. The preference is for this parking to be provided on the plot of individual dwellings and the Council discourages over reliance on tandem car parking arrangements on new developments."

The Chairman invited Councillor T Eynon to ask a supplementary question.

"I thank Cllr Woodman for his comprehensive reply. It does explain well why residents in my ward are persistently frustrated in their attempts to get two Councils and the Police to work together to help them resolve this issue.

I am not sure that, in his answer, Cllr Woodman has addressed the question 'How *could* this Council address this problem?'

My supplementary questions address the areas specified in my initial question namely:

- Planning
- Enforcement
- Community Development

I note that, in the appended paper from LCC Highways dated October 2012, the Director of Environment and Transport recommends 'education' as the 'best option'. It is generally considered that exhorting people to change their behaviour without giving them realistic choices is ineffective. Nevertheless, I will ask:

- What community education has taken place in North West Leicestershire since 2012 and how effective has it been in resolving this problem for residents?

As regards Enforcement, I note that LCC are committed to patrols in the daytime, only providing evening patrols on occasions when specifically requested to do so.

- What is preventing this authority from renegotiating the hours of enforcement patrols so that these meet the needs of residents?

As regards Planning, I note that the Leicestershire Highways Design Guide defines a minimum number of parking spaces for dwellings of three and four bedrooms. It makes no provision for the fact that, where these homes are in multiple occupation, there may be up to eight working-age adults in a four-bedroom home, each needing a space to park their car.

Birmingham City Council have a Parking Policy which ensures that, where development is likely to create on-street parking problems, funding for parking controls is sought through developer contributions.

- How can this authority use the forthcoming revision of its Local Plan to ensure that developers make realistic provision and mitigate against the loss of on-street parking amenity?"

Councillor T Eynon advised that she would forward the questions to member services for a response to be formulated.

Post meeting note – responses to supplementary questions:-

Officers from the Community Focus team will make contact with you to discuss possible initiatives to spread awareness of inconsiderate parking. Officers will explore the possibility that Leicestershire Police cadets or volunteers could help leaflet drop "Pavement Parking" leaflets to houses within the vicinity of the parking issues.

Leicestershire Police will also be contacted by the Community Focus Team to request the monitoring of dangerous parking in the area during the evening.

In 2017 the inconsiderate parking campaign was launched by The Leicestershire Constabulary. NWLDC and Charnwood BC worked collaboratively in launching this campaign. Leaflets were given out and attached to windscreens of offenders. Since the initial campaign leaflets that remained have been issued on an adhoc basis when pavement parking issues have flared up. Millbank Ashby being one location. An e-shot version of this leaflet was also made available to give to residents with an issue that they were encouraged to print off and attach to the vehicle deemed inconsiderate.

Special observations have taken place on 4 occasions (2016 onwards) where officers have started early 6am and finished late 10pm but this was not an additional cost but one where their hours of work were changed and the supplementary cost was picked up by LCC.

Leicestershire County Council is responsible for the on street enforcement of parking restrictions and this is carried out on their behalf by arrangement with NWLDC officers. Additional patrols during the evening can be arranged if the costs for these can be covered by a third party or the County Council.

Leicestershire County Council has a duty to ensure enforcement is taking place during normal working hours between 8am and 6pm and every effort is made to ensure that we run the service on a cost neutral basis on their behalf. During the last financial year costs have exceeded income received and at this time this is something that can only be funded if it was from an external source to the district council.

Contact Details Marianne Buckby, Team Manager NPU/Residents Parking Network Management – Development & Growth Leicestershire County Council, Tel 0116 3052803, email marianne.buckby@leics.gov.uk

At the present time, Policy IF7 of the North West Leicestershire Local Plan deals with parking provision and states in (2)

(2) In considering the provision of parking, both vehicles and cycling, as part of new development the Council will:

- (a) Have regard to local highway and parking conditions;
- (b) Have regard to the most up-to-date 6C's Design Guidance or equivalent issued by the County Highway Authority in respect of parking standards;

When we come to consider the development management policies in the replacement local plan, this policy will be reviewed in line with the up to date design guidance of Leicestershire County Council as local highway authority.

It is understood that Leicestershire County Council are planning on reviewing their Highways Design Guide including parking standards, and that this will consider the issues around houses in multiple occupation, but there is currently no programme for completion of this review and as such it is not clear at this stage whether this will fit in with the councils timescales for review of the Local Plan.

The Chairman invited Councillor J Legrys to ask his question addressed to Councillor R Ashman.

“Can the Portfolio Holder please inform me if there were any allegations of voter misuse reported in North West Leicestershire relating to the elections on 6th May 2021?”

The Chairman invited Councillor R Ashman to respond

“I can confirm that there were no allegations of voter misuse reported in North West Leicestershire relating to the elections on 6 May 2021.”

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

Councillor J Legrys thanked the Portfolio Holder for his response and asked if he felt that there was a need for a letter identification for future elections.

Councillor R Ashman noted that national legislation would be considered by parliament and that should identification be brought in then the Council would work hard to communicate any changes to the residents of the district.

The Chairman invited Councillor D Everitt to ask his question addressed to Councillor R Bayliss.

“In Thringstone we are lucky in having a wonderful group of volunteers who spend a lot of their time litter picking. Which is much appreciated by the residents. However they are of course unable to deal with the increasing amount of large items that are being dumped.

The Woodside estate in Thringstone has benefited from the investment in our tenants homes and is appreciated by them and their neighbours. However there is an increasing failure to remove refuse that is being deposited on grassed areas in front of some properties, in the parking areas and in the courtyards and garage areas.

I am told this can lead to the grass not being cut because the grass cutting team are not equipped to remove refuse.

The tenants and others who deposit these items need to be made aware of the problem and helped in getting rid of the unsightly and damaging rubbish.

Can the Refuse Department work with the Housing Department to find out why this ongoing problem is getting out of hand and work together to return the estate to its previous pleasant appearance?”

The Chairman invited Councillor R Bayliss to respond

“The Housing Officer for the area visited the site on Tuesday 18 May 2021 and completed an inspection of the Woodside Estate. Fly tipping was identified on different parts of the estate and reported to the council’s Waste team. Arrangements were made for the items to be collected on 20 May 2021.

The teams will be working together to produce an advice leaflet regarding waste and recycling along with how our residents can access bulky waste collections which will go to residents on the estate.

The Housing Officer will also be undertaking regular inspections and will work with the Environmental Protection Team if problems persist.

As the country moves toward step four of the Covid roadmap, officers will also be reintroducing resident involvement activities which will see the Thringstone and Whitwick Tenants’ Association meeting again and officers will discuss how environmental issues can be improved upon.”

The Chairman invited Councillor D Everitt to ask a supplementary question.

Councillor D Everitt thanked the Portfolio Holder for his response and noted that it was imperative that any fly tipping was cleared straight away. He sought reassurance for the Portfolio Holder that waste removal would be kept on top off.

Councillor R Bayliss agreed with Councillor D Everitt that fly tipping was an ongoing problem and would ensure that it was cleared as soon as it was reported.

10. MOTIONS

No motions were received.

11. PETITIONS

No petitions were received.

12. MINUTES

Consideration was given to the minutes of the meetings held on 23 February 2021 and 16 March 2021.

It was moved by Councillor V Richichi, seconded by Councillor R Boam and

RESOLVED THAT:

The minutes of the meetings held on 23 February 2021 and 16 March 2021 be approved and signed by the Chairman as a correct record.

13. APPOINTMENTS TO COMMITTEES AND GROUPS, ELECTION OF CHAIRMEN AND DEPUTY CHAIRMEN

Councillor T Gillard presented the report to members.

The Chairman stated that he would take a vote individually for the appointment of Chairman of the Community Scrutiny Committee, as more than one nomination had been received, then the remaining nominations would be voted for en bloc.

Councillor J Legrys requested a recorded vote on Councillor T Eynon's nomination. The voting was as detailed below.

For the motion:- Councillors Bigby, Black, Everitt, Eynon, French, Geary, Hay, Johnson, Legrys, Sewell, Sheahan, Windram and Wyatt(13).

Against the motion:- Councillors Allman, Ashman, Bayliss, Blunt, Boam, Bridgen, Bridges, Canny, Clarke, L Gillard, S Gillard, T Gillard, Harrison, Harrison-Rushton, G Hoult, J Hoult, Merrie, Morris, Richichi, Rushton, Saffell, Simmons, Smith and Woodman(24).

The vote was declared LOST.

A vote was taken on the appointment and Councillor K Merrie was appointed as the Chairman of the Community Scrutiny Committee.

It was moved by Councillor T Gillard, seconded by Councillor M Hay and

RESOLVED THAT:

- a) The appointments to the Committees and Groups as set out in the additional papers be agreed.
- b) The Chairmen and Deputy Chairmen of the remaining Committees and Groups as set out in the additional papers be agreed.

14. APPOINTMENT OF REPRESENTATIVES ON COMMUNITY BODIES

Councillor T Gillard presented the report to members.

The Chairman stated that he would take a vote individually for the nominations to the Ashby de la Zouch Endowed Schools Foundation as there were more nominations than seats available and then the remaining nominations would be voted for en bloc.

A vote was taken on the appointment and Councillor R D Bayliss was appointed to the Ashby de la Zouch Endowed Schools Foundation.

It was moved by Councillor T Gillard, seconded by Councillor M Hay and

RESOLVED THAT:

The representatives, as listed in the additional papers, be appointed to serve on the Community Bodies.

15. SCHEDULE OF MEETINGS 2021/22

Councillor T Gillard presented the report to members.

He noted a request to move the meeting of the Licensing Committee, that was scheduled to be held on 16 June 2021, to 30 June 2021

It was moved by Councillor T Gillard, seconded by Councillor N Smith and by affirmation of the meeting it was

RESOLVED THAT:

Subject to the change of date of Licensing Committee from 16 June 2021 to 30 June 2021, the schedule of meetings for 2021/22 be approved.

16. APPOINTMENT OF INDEPENDENT PERSONS

Councillor N J Rushton presented the report to members.

It was moved by Councillor N J Rushton, seconded by Councillor R Blunt and

RESOLVED THAT:

The Independent persons listed in paragraph 2.2 of the report be appointed for a term of office for four years until Annual Council in May 2025

17. MEMBER CONDUCT ANNUAL REPORT 2020-21

Councillor N J Rushton presented the report and invited the Chairman of the Audit and Governance Committee, Councillor S Gillard, to say a few words.

Councillor S Gillard noted the increase in the number of complaints that had been received over the past year and they mainly related to comments either on social media or in meetings. He advised that the LGA had published a new Member's Code of Conduct, which was being reviewed by the Monitoring Officers across the County and the new code would be brought to the Audit and Governance Committee and Council for approval and adoption at a later date.

It was moved by Councillor N J Rushton, seconded by Councillor S Gillard and

RESOLVED THAT:

The Member Annual Conduct Report 2020/21 be endorsed.

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

Councillor R Blunt presented the report to members.

It was moved by Councillor R Blunt, seconded by Councillor R Ashman and

RESOLVED THAT:

The report be noted.

The meeting commenced at 6.30 pm

The Chairman closed the meeting at 7.20 pm

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

COUNCIL – TUESDAY, 22 JUNE 2021



Title of Report	ASHBY BUSINESS IMPROVEMENT DISTRICT	
Presented by	Councillor Tony Gillard Business and Regeneration Portfolio Holder	
Background Papers	<u>Cabinet report 06.07.21</u>	Public Report: Yes
		Key Decision: Yes
Financial Implications	<p>The Ashby Business Improvement District (BID) proposals have a number of financial implications for the council which are set out in this report.</p> <p>If the Ashby BID is approved at the ballot, as a levy payer, the council will be liable for an estimated £1,124 per annum for the lifetime of the BID.</p> <p>There are no financial implications directly relating to the recommendations in this report to join the Ashby BID Company.</p>	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	<p>Should the Ashby BID ballot be successful and the BID is formed, the responsibility for billing, collection and any subsequent enforcement will be on the local authority under the Business Improvement Districts (England) Regulations 2004.</p> <p>The Councils legal department are overseeing the drafting of an Operating Agreement between the BID and the Local Authority that sets out both parties' roles and responsibilities throughout the lifetime of the BID.</p>	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	<p>Ashby BID will be managed by a Company Limited by Guarantee with Directors elected from businesses who are members. As a levy payer to the BID, NWLDC will have a choice on whether to become members of this Company.</p> <p>The undertaking of the Ashby BID ballot has been outsourced to a third party and therefore no staffing implications for Democratic Services in relation to the Ashby BID.</p>	
	Signed off by the Head of Paid Service: Yes/	
Purpose of Report	To inform Council of the implications of the Ashby	

	Business Improvement District and the role of the Council.
Reason for Decision	To seek support from Council to be involved in the Ashby BID and, should the BID be approved, approves to join the Ashby BID Company.
Recommendations	<p>THAT COUNCIL:</p> <ol style="list-style-type: none"> 1. NOTE THE ASHBY BID PROPOSALS SET OUT IN THIS REPORT 2. NOTE THE RECOMEDNATIONS OF CABINET ON 8 JUNE 2021 3. IN THE EVENT OF A SUCCESSFUL BALLOT, APPROVES THE PROPOSAL FOR THE COUNCIL TO JOIN THE ASHBY BID COMPANY AND PARTICIPATE IN THE INCORPORATION OF IT 4. IN THE EVENT OF A SUCCESFUL BALLOT, APPROVES THE ENTERING INTO OF A MEMBERS AGREEMENT, ARTICLES OF ASSOCIATION AND ASSOCIATED DOCUMENTS WITH THE BID COMPANY AND DELEGATES AUTHORITY FOR NEGOTIATING AND AGREEING THE FINAL MEMBERS AGREEMENT, ARTICLES OF ASSOCIATION AND ASSOCIATED DOCUMENTS TO THE DIRECTOR OF PLACE IN CONSULTATION WITH THE PORTFOLIO HOLDER FOR BUSINESS AND REGNERATION 5. NOTES THE POWER DELEGATED WITHIN THE CONSTITUTION TO THE CHIEF EXECUTIVE TO APPOINT A REPRESENTATIVE OF THE COUNCIL TO THE ASHBY BID COMPANY BOARD OF DIRECTORS

1.0 BACKGROUND

- 1.1 On 8 April 2021, North West Leicestershire District Council Officers were invited to meet with a consortium of Ashby businesses and The Mosaic Partnership to discuss their proposals for a Business Improvement District (BID) for Ashby de la Zouch. The Mosaic Partnership, based in Staunton Harold, are a consultancy who specialise in the development of BIDs and have supported over 100 places to develop successful BIDs.
- 1.2 BIDs were first introduced in England and Wales through the Local Government Act 2003. A BID is a defined area in which a levy is charged on all business rate payers in addition to the business rates bill. This levy is used to develop projects which will benefit businesses in the area.
- 1.3 The businesses within the defined BID area get together, decide what improvements they want to make in their town, how they will manage these improvements and what it will cost them. These proposals form a Business Plan for the BID area which act as a

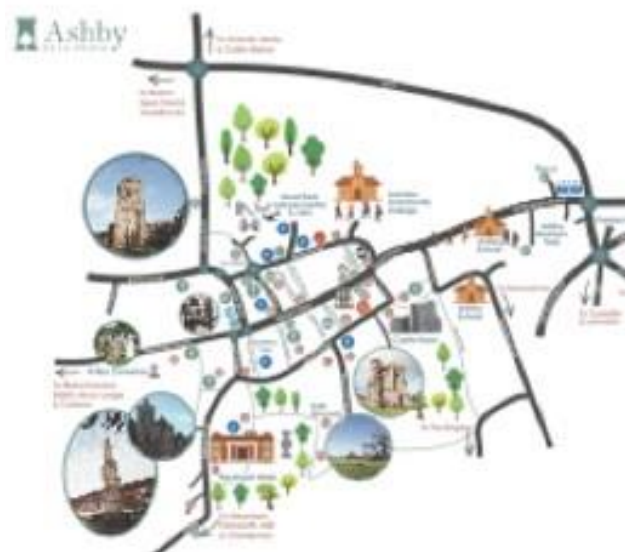
manifesto for the creation of the BID. Levy paying businesses within the BID area are then asked to vote for or against the formation of the BID.

- 1.4 The Levy charged onto businesses creates a sum of money to manage and deliver projects identified within the business plan to improve the trading environment and ultimately increase trade for those businesses who are paying for the improvements through the levy.
- 1.5 BIDs can only fund and deliver additional projects and services over and above those already provided by public bodies.
- 1.6 BIDs lasts for a maximum of five years and must be able to demonstrate how it benefit the businesses paying the levy. Once the term is completed the BID will automatically cease. If the BID wants to continue its activities it must hold a new ballot.
- 1.7 There are successful BIDs already in operation within the Leicestershire Market Towns of Hinckley, Loughborough and Melton.

2.0 ASHBY BID PROPOSALS

- 2.1 The Ashby Town Centres Traders group (ATCT) have been contemplating an Ashby BID and in October 2019 made a BID feasibility study presentation to the group's membership. However, the development of the Ashby BID was put on hold in March 2020 due to the coronavirus pandemic
- 2.2 In January 2021 the ATCT recommenced the BID proposals and developed the Draft Ashby BID Business Plan. – Draft attached as Appendix 1.
- 2.3 The Ashby BID Business Plan sets out proposals to create a defined BID area that includes all of the town centre and stretches north along Smisby Road to Ivanhoe Business Park and eastwards along Nottingham Road incorporating the edge of centre retail at Resolution Road, Coalfields Way and Lountside.

Map.1



- 2.4 The proposed BID area includes over 300 businesses and the BID Business Plan proposes to charge a 2% levy to eligible businesses. A 2% levy will generate an estimated £175,000 per annum projects set out within the plan.
- 2.5 The Ashby BID Business Plan projects are broken down into four key theme areas:
- Project 1 – Marketing, Promotions & Events
 - Project 2 – Welcoming & Safe
 - Project 3 – Getting Around
 - Project 4 – Business Support
- 2.6 If the Ashby BID is approved, the BID team will set up a not for profit company limited by guarantee to oversee the project.
- 2.7 The current timetable for the Ashby BID proposes the BID pre-ballot campaign commencing in mid-May 2021 and running through until the end of June 2021. The BID ballot papers will be issued on 1 July 2021 with the ballot taking place on 29 July 2021.
- 2.8 The Ashby BID proposals have a number of impacts on North West Leicestershire District Council. The local authority will be responsible for managing the BID ballot process, manage the billing and the collection of the levy and also contribute to BID as a business rate payer. These responsibilities are summarised later in this report.

3.0 ECONOMIC DEVELOPMENT CASE

- 3.1 The proposed Ashby BID activities as set out in the Business Plan will support the retail recovery and the reopening of the high streets post Covid 19 and contribute to the objectives within the Economic Growth Plan to ensure that our market towns and local centres are hubs of social and commercial activity and that sustained investment and renewal of our towns will ensure they prosper and meet the needs of current and future businesses, residents and visitors.
- 3.2 The Leicestershire Market Towns Study noted that some of Ashby strengths as a market town are that it is rich in heritage assets and a strong sense of community engagement, spirit and pride in the town.
- 3.3 The Market Towns Study also went on to highlight a number of opportunities for the town of which many can be actioned through the BID. Opportunities such as:
- Make more of the heritage tourism offer and supporting tourism infrastructure.
 - Develop further the evening economy to encourage extended visitor stays.
 - To improve business participation and support of towns activities.
 - To establish Ashby as a place to do business and expand the business community that already exist in the town.
- 3.4 The ATCT anticipate that the benefits of the bid over the five year life will help the town recover from challenges of the Coronavirus pandemic, promote the town and the towns offer to encourage more people to visit and spend, make it easier for people to move into and around the town, reducing business costs and give Ashby businesses the support they need to flourish.

4.0 BID BALLOT PROCESS

- 4.1 North West Leicestershire District Council will be responsible for managing the BID ballot process. It has been agreed that, for transparency, the ballot process will be outsourced.
- 4.2 Civica Election Services have been appointed by direct award, in consultation with the Head of Economic Development and Regeneration ,to project manage Ashby BID ballot and have been authorised to work with ATCT and the Mosaic Partnership to oversee the process.
- 4.3 The ballot papers will be issued to eligible levy contributors within the Ashby BID area on 1 July 2021, 28 days before the day of the ballot on 29 July 2021. It is expected that the declaration of ballot results will take place on 30 July 2021.
- 4.4 North West Leicestershire District Council, as a potential levy payer, will be requested to cast five votes in the ballot, one for each levy eligible asset the council own. The Council qualify as a levy payer due to the national non-domestic rates (NNDR - also known as Business Rates) liability on the Council owned car parks in Ashby and also the public conveniences on Derby Road.
- 4.5 Cabinet on the 8 June 2021 recommended that the each of these 5 votes be cast in favour of the ballot.

5.0 LEVY BILLING AND COLLECTION

- 5.1 Should the Ashby BID ballot be successful and the BID is formed, the responsibility for billing, collection and any subsequent enforcement will be on the local authority. For North West Leicestershire District Council this role is, and will be, undertaken by the Leicestershire Revenues & Benefits Partnership based at Hinckley.
- 5.2 Officers are working with the Leicestershire Revenues & Benefits Partnership and the Mosaic Partnership (on behalf of the Ashby BID) to explore options for how best to manage and undertake the BID levy billing and collection. On 8 June Cabinet approved an allocation of up to £20,000 from the existing Growth Plan Reserve to meet the estimated start-up costs of billing and collection.
- 5.3 In addition, the billing and levy collection will likely incur additional capacity cost for the Leicestershire Revenues & Benefits Partnership to manage this process. It is possible, and expected, that the Council will re-charge the BID for these costs in accordance with the Industry Criteria and Guidance Notes (published by British BIDs annually on behalf of the British Retail Consortium, the British Council of Shopping Centres, the Federation of Small Businesses and the Inter Bank Rating Forum).

6.0 LEGAL IMPLICATIONS

- 6.1 The legislative framework behind the creation and running of BIDs is The Business Improvement Districts (England) Regulations 2004.
- 6.2 Proposing a Bid - Regulation 3 provides that a BID can be set up by the local authority, a non-domestic ratepayer or a person or company whose purpose is to develop the BID area, or that has an interest in the land in the area. In setting out their proposal they shall ask the relevant billing authority (in this case NWLDC) to put the proposals

to ballot. The requirements of a compliant BID proposal are set out at schedule 1 of the regulations and must include:

- (a) the services to be provided, the name of the BID and the type of body of the BID;
- (b) the existing baseline services;
- (c) the geographical area;
- (d) non-domestic ratepayers in the area, how the BID levy is to be calculated, how costs in developing the BID and ballot are to be recovered;
- (e) class of non-domestic ratepayer and any relief to apply;
- (f) how the BID may be altered;
- (g) duration; and
- (h) commencement of BID.

6.3 Type of BID body - The legislation does not require establishment of a BID body before taking forward a BID proposal however best practice suggests a formal structure ahead of ballot.

6.4 The BID body can be a private company or partnership. The proposal for Ashby BID is a not-for-profit company limited by guarantee, which is the most common type. A BID could be developed by a local authority but this is unusual and is not the proposal being put forward here.

6.5 A company limited by guarantee has the advantages of:

- Any profits being put back into the company
- The limited liability of individual members
- Individual members being protected by compliance with the constitution of the company

6.6 Holding a Ballot - Regulation 5 provides that where the relevant billing authority receives a notice in writing to hold a ballot it shall instruct the Ballot Holder to do so. For the purposes of this the ballot holder is the returning officer for elections of the authority, the Chief Executive of NWLDC. There is not a discretion where the requirements of the legislation have been met.

6.7 Form of Ballot - The ballot holder may appoint another to undertake the discharge of their functions, in these circumstances the third party Civic. Regulation 7 and Schedule 2 sets out the rules for ballots including time frames, procedures and declaring of results. Regulation 20 provides that expenditure incurred in holding the ballot shall be paid by the billing authority.

6.8 Power to Veto - Regulation 12 gives the relevant authority to power to veto the BID proposal in limited circumstances. These are if it:

- a) conflicts with any existing local authority policy; or
- b) Is likely to incur a disproportionate burden on particular person/business.

6.9 Whilst the power to veto is not time restricted, ideally any circumstances likely to render grounds for veto should be identified before the ballot process. Currently nothing has been identified that would give the Council grounds to veto.

6.10 Notification of Ballot Outcome - As soon as reasonably practicable after the ballot the ballot holder should arrange for public notice to be given of the outcome of the ballot. A successful vote is one that has a simple majority both in votes cast and in the rateable value of votes cast.

- 6.11 Collection of the levy following a successful ballot - Regulation 15 sets out that the relevant billing authority shall impose, administer, collect, recover and apply the BID levy. There is no discretion in this regard. The BID company and the authority shall enter into an Operating Agreement which sets out how this shall be done. The authority are able to charge a reasonable fee for this service. The recommended industry standard is a maximum charge of 3% of the annual level income (a charge of £5250 for an annual income of £175,000). Schedule 4 of the regulations sets out how the authority should serve demand notices.
- 6.12 Collection of the levy shall continue for the duration of the BID period.
- 6.13 A formal arrangement has been drafted that sets out the relationship and responsibilities between the Ashby BID Company and North West Leicestershire District Council. The purpose of the Bid operating Agreement is to:
- set out the commencement and term of the Agreement
 - establish the procedure for setting the BID Levy;
 - establish the Councils accounting responsibilities in relation to the BID revenue account
 - confirm the basis upon which the Council will be responsible for collecting the BID Levy;
 - set out the enforcement mechanisms for collection of the BID Levy;
 - set out the procedures for accounting and transference of the BID Levy;
 - provide for the monitoring and review of the collection of the BID Levy;
 - confirm the manner in which the Council expenses incurred in collecting the BID Levy shall be paid.

7.0 FINANCIAL IMPLICATIONS

- 7.1 Under delegated powers to the Chief Executive Officer the Council have committed £5,000 from an existing Growth Plan Reserve to support the development of the Ashby BID. Of this contribution £2,340 has been committed to appoint Civica Election Services to prepare and undertake the Ashby BID ballot. The remainder of this contribution has been allocated to fund the production and printing of the Ashby BID Action Plan.
- 7.2 As outlined in 5.2 and within the report recommendations, an estimated cost of up to £20,000 will be required to cover the costs associated with the licensing of billing and collection of the Ashby BID levy.
- 7.3 If the Ashby BID proposals are voted in at the Ballot, and if the Levy calculation remain at 2% as set out in the Business Plan, North West Leicestershire District Council will be liable for an annual levy contribution of £1,124 per annum. This is presented in the table below.

Table 1.

Property	2017 Rateable Value	Maximum annual levy
Car Park – North Street	£18,500	£370
Car Park – Hood Park	£10,250	£205
Car Park – Library	£13,000	£260
Car Park – South Street	£11,250	£225
Public Convinces – Derby Road	£3,200	£64
Total maximum annual levy contribution		£1,124

10.0 JOINING THE BID COMPANY

- 10.1** All BID levy payers will be invited to join the Bid Company which will be limited by Guarantee. This includes any Levy payers who voted against the Bid in the ballot. Whilst it is not compulsory, it is common place for the Local Authority to become a member of the BID Company which is limited by guarantee.
- 10.2** When set up the BID company will have a Members Agreement, Articles of Association and other associated documentation. All prospective members will be invited to offer their input and sign up to these documents. Should the Council wish to join the BID they will have the opportunity to negotiate the terms.
- 10.3** The decision to become a member of an outside organisation of this nature is a matter reserved to Council under the Local Authorities (Functions and Responsibilities) (England) Regulations 2000.
- 10.4** Cabinet on the 8th June 2021 made the decision to recommend to full Council approval for the council to join the Ashby BID Company and participate in the incorporation of it. Further they recommended that full Council delegate to the Strategic Director of place in consultation with the Portfolio Holder for Business and Regeneration authority to negotiate and enter into the Members Agreement, Articles of Association and other associated documentation.

11.0 Appointment of a representative to the Board of the BID Company

- 11.1** Whether we join the company as a member or not, the BID Business Plan has identified that they wish to invite a representative of the Council to join the Board of Directors. It is expected the board will have up to 12 Directors made up of representatives of levy paying businesses and a representative of Ashby Town Council.
- 11.2** The ability to appoint representatives to outside bodies is a Council function delegated within the constitution to the Chief Executive.
- 11.3** Council is asked to support the appointment of a representative of the Council to the Ashby BID Company Board of Directors by the Chief Executive, under the delegated power within the constitution.

Policies and other considerations, as appropriate	
Council Priorities:	<p>Insert relevant Council Priorities:</p> <ul style="list-style-type: none"> - Support for businesses and helping people into local jobs - Our communities are safe, healthy and connected
Policy Considerations:	<p>Local Plan Policy Ec8 – The Council will support retail and main town centre development of Ashby de la Zouch</p> <p>Economic Growth Plan Challenge 2 - Develop the work of the Ashby project to maximise private and public investment into our market towns and continue to support and develop our centres to be vibrant hubs for their communities, businesses and visitors</p> <p>Economic Recovery Plan Chapter 8 - Supporting retail recovery and the reopening of the high streets post Covid 19</p>
Safeguarding:	No safeguarding considerations made.
Equalities/Diversity:	No equalities or diversity considerations made.
Customer Impact:	If the BID is approved at ballot, businesses with the BID area will have opportunity to access and engage in new initiatives to help support economic development and regeneration of the town.
Economic and Social Impact:	If the Ashby BID is approved at ballot all eligible businesses will be required to contribute a financial levy to fund the work of the BID. The draft Ashby BID Business Plan setting out the aims and outcomes of the bid is attached to this report as appendix 1.
Environment and Climate Change:	No environment and climate change impact as a result of the decision.
Consultation/Community Engagement:	No consultation or community engagement has been led by the Council. The Ashby BID team began the ballot campaign in May 2021.
Risks:	No risks identified.
Officer Contact	<p>Barrie Walford Economic Development Manager barrie.walford@nwleicestershire.gov.uk</p>

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ASHBY BID BUSINESS PLAN 2021 – 2026

PLEASE NOTE: The Business Plan will be fully designed and will need supported images & testimonials

FOREWORD

Ashby De La Zouch lies at the heart of the National Forest. A historic market town with a population of approximately 13,000, it sits in a pleasant corner of North West Leicestershire offering a range of urban and rural amenities.

The town provides a unique offer in many ways, with it being at the centre of one of the boldest environmental projects over the last 25 years and its desire to be a 'Forest Town' and its heritage, perhaps best represented by the Castle. It combines a town centre that comprises of a permanent market, a range of high street and independent businesses offering shopping, food and drink. Alongside this you also have a museum, small theatre and library as well as an active business, local and public sector community which ensures that there are a range of exciting events from the traditional Ashby Statutes to the glamorous Ashby FABulous event.

Winning awards for its marketing and being nominated for the GB High Street Award showed a growing sense of confidence in the town and increased investment. Subsequent to that there was the onset of the COVID pandemic which has presented huge challenges and has seen further shift in both the retail offer and consumer behaviour.

As we head out of the lockdown, we believe Ashby can emerge stronger. We have so much to offer. But the town's businesses need a plan to boost the place, for the benefit of all those who live, work and visit our place.

Strength comes from working together and partnership. This BID is a form of cooperative that will benefit us all. The BID will re-invest in the priorities that matter, appreciating the loyalty and pride of local people whilst attracting new visitors and investment. The business plan has been crafted to capture the essence of Ashby and address issues that businesses have told us need attention. We need to drive footfall into our shops, restaurants, bars and attractions – both in the centre and further.

We know the challenges and also about the opportunities it can bring and we want to make Ashby a success story. Please support our journey by reading this business plan and then by voting for our own BID, to establish prosperity for Ashby's future.

The Ashby BID Task Group

The BID will allow us all to keep Ashby the lively market town it should be! We are stronger together!

Helen Cormack, Owner, Goose

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CONTENTS (To Be inserted when designed)

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INTRODUCTION & SUMMARY

Ashby faces many of the typical challenges that similar locations endure; local and regional competition for market share and visitors, access and infrastructure issues, modernising and attracting investment, engagement with local residential and business communities and of course organisational and funding stability.

This year we have seen the unprecedented challenges caused by a global pandemic. Having actively responded to the immediate issues, it is against this backdrop that there is a desire to continue to recover and evolve and lay down strong foundations to help that which is why we would like to see a BID happen.

Business groups such as Ashby Traders have had a great deal of success with committed individuals from businesses and partners such as the District and Town Councils but both its organisational ability and finances will always be limited because of the voluntary nature. A BID is a means by which to professionalise the management of our town, make sure everybody contributes and benefits and develop and deliver projects properly.

You have told us what you want to achieve with a BID in Ashby:

- Help recover from the challenges wrought by the pandemic.
- Increase the footfall
- Promote our offer to encourage people to visit and spend
- Reinvigorate the events calendar so that it would be more beneficial to businesses.
- Develop initiatives to support easy and attractive access in and around the town.
- Ensure the reputation of the town as a welcoming and safe place for shoppers, visitors all those who do business there
- Reduce duplication, decrease business costs, and help support and promote towns businesses.

Ashby BID will help to develop our strengths and our being able to:

- Invest over £1m
- Raise our profile further
- Carry out exciting projects and events to drive loyalty, footfall and spend
- Make sure we are a welcoming, friendly and safe place
- Make it easier for people to move into and around the town
- Give businesses the support they need to flourish by driving down business costs whilst being a powerful voice.

This is your opportunity to see Ashby realise its potential through a Business Improvement District (BID) with over £1m investment over 5 years to shape the future. Over 300 BIDs have been set up in the UK already, all investing in their local priorities. Nearby this includes Melton, Loughborough, Hinckley & Leicester.

A vote for the Ashby bid makes perfect sense. For a cost, less than the daily coffee run, businesses will gain so much. Being BID will enable us to unlock funding, that would not otherwise be available. Funding that will enable promotions and events to really put Ashby de la Zouch on the map. Let's have a BID and be proud of our wonderful market town.

Alison Smith MBE, Owner, School of Sewing and Sew Wardrobe

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BUSINESS IMPROVEMENT DISTRICTS EXPLAINED

WHAT ARE BIDs?

BIDs are an arrangement whereby businesses get together, decide what improvements they want to make in their town, how they will manage these and what it will cost them. This all goes into a business plan which is voted on by all those who would have to pay. The BID lasts for a maximum of five years and must be able to demonstrate how it benefits the businesses that have funded it. BIDs deliver additional projects and services over and above those already provided by public bodies.

WHY DO BUSINESSES SUPPORT BIDs?

A BID is a mechanism which allows businesses to raise a sum of money to manage and deliver projects that they have identified and believe will improve their trading environment, ultimately increasing trade for those businesses who are paying for the improvements.

WHO PAYS FOR A BID?

Once projects and services have been agreed by businesses along with how they are going to be delivered and managed, they are costed and set out in a business plan. The cost to each business is worked out on a pro rata basis. 'This is called the 'BID LEVY'. An independent and formal vote then takes place on the agreed projects and services and if the majority vote is YES then ALL eligible businesses within the BID area HAVE to pay. The BID levy is normally paid by the occupiers of a property. In addition, BIDs can draw in other voluntary funding, grants and 'in kind' contributions to supplement the BID levy.

HOW DOES AN AREA BECOME A BID?

Normally a 'BID Task Group' is set up which is responsible for putting together a business plan setting out the projects it aims to deliver on behalf of the businesses in the BID area. This is based on a detailed consultation process with businesses. The business plan will include the projects, cost, delivery guarantees, performance indicators and the management structure. A confidential postal vote is held with all the businesses that would pay the BID levy getting a vote. To become a BID a majority of those that vote must be in favour by number and rateable value. A successful BID then has a mandate for a maximum of 5 years after which the BID would need to seek a re-ballot.

HOW IS A BID MONITORED?

Like any good business plan, specific key performance indicators (KPIs) are set and performance is monitored against the KPIs by the BID board. The BID Company is answerable to the businesses that pay the BID levy and will be required to monitor and inform its members on its progress towards the agreed KPIs.

DOES THIS MEAN THE LOCAL AUTHORITY WILL STOP DELIVERING SERVICES?

No. BID money can only be used to carry out projects/services ADDITIONAL to those that public services have to provide. Prior to the BID business plan being produced, the current services being delivered by all public agencies including the Local Authority and Police are set out in Baseline Statements. Baseline Statements for the following areas are available for the Ashby BID.

- Cleansing & Maintenance
- Festivals & Events
- Leisure
- Car Parking
- Public Conveniences
- Landscaping & Planting

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- Tourism
- CCTV
- Police

The BID company can agree to provide additional resources to deliver a higher level of service over and above the benchmarked level if this is what businesses have identified they want.

We are in full support of the Ashby BID as it will help with the economic regeneration of the town. It will help retain and create new jobs for the community, support tourism, enhance our event offering and further develop award schemes such as Green Flag & Purple Flag. A successful BID is an ideal vehicle to attract further investment to the town centre.

Stuart Benson, Town Centre Manager, Ashby de la Zouch Town Council

ASHBY BID IN NUMBERS.....

The following will be illustrated as a graphic:

Graphic 1 – BID Facts

300+ businesses
£12m total RV
15+ Sectors
Over £200,000+ pa Levy Raised
Over £1m invested during the five year life of the BID

Graphic 2 – Key Project Areas

Marketing, Promotion & Events – 51%
Welcoming & Safe – 13%
Getting Around – 17%
Business Support – 6%
Overheads – 13%

I am excited to be involved in the BID initiative as I know it will culminate in attracting investment, drive footfall, enable new ideas to thrive and build on our already vibrant day and night time economy both now and in the future. Most importantly this is a chance for us to have our own voice as a community and to have a say in how our funds are spent.

Kate Adcock Zamani, Zamanis

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THE BID AREA



List of Streets

Bakery Court
Bath Street
Brook Street
Brookside
Burton Road
Charter Point Way
Coalfield Way
Coxons Mews
Dents Road
Derby Road
Elford Street
Excelsior Road
Ivanhoe Park Way
Kilwardby Street
Leicester Road
Lountside
Lower Church Street
Market Street
Mill Lane Mews
Norman Court
North Street
Nottingham Road
Resolution Road
Rushtons Yard
Smisby Road
Smithy Road
South Street
Station Road
The Callis
The Green
Wood Street

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LISTENING TO YOU

The BID Task Group have been talking with businesses to understand how the town can be developed in order to address business concerns, interests and priorities. This valuable information has been collected through a number of channels:

- October 2019 - BID Feasibility Study presentation to businesses.
- January 2020 – Survey & Factsheet to businesses
- March to November 2020 – UK hit by the Coronavirus Pandemic and subsequently the country goes into lockdown
- January 2021 – Recommence BID Work with Ashby Traders Group
- February 2021 – Draft Business Plan produced
- March- April 2021 - BID Business Engagement
- May 2021 – Final Business Plan
- June 2021 – Ballot Campaign
- July 2021 – BID Ballot

WHAT'S NEXT?

Businesses within the BID area will receive a ballot paper by post. The vote to establish a BID for Ashby is then formally open. From this date businesses can complete and return their ballot papers to Civica Election Services, the independent agents acting on behalf of North West Leicestershire District Council's Returning Officer. The following outlines the Ballot timetable

Ballot Notice - To be sent by 17 June 2021

Despatch of Ballot Papers – 01 July 2021

Close of Postal Ballot – 29 July 2021

Formal Declaration of Ballot Result – 30 July 2021

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ASHBY PROJECTS

Marketing Promotion & Events

Say 'YES' to a Ashby BID and we will:

- Continue to develop and expand our logo and brand encouraging use by businesses and stakeholders
- Develop seasonal/event led marketing and promotional campaigns that will include local and regional marketing to promote the Town and BID businesses. This will include conventional and online platforms.
- Development of a 'Reward Card' Scheme as a customer care tool and to encourage loyalty
- Develop comprehensive website and social media platforms to showcase the complete Ashby experience, promote offers and be an effective way of communicating with customers and engaging with businesses.
- Further support our existing events calendar through marketing & financial help where appropriate. Beyond this we will develop key new events. This will include:
 - Ashby Soapbox
 - Ashby Open Air Cinema
 - Pancake Day
 - Medieval Ashby

Ashby is already host to a number of events that run throughout the year. Becoming a BID town will introduce more funding to help grow existing events and introduce new ones, bringing greater footfall, increased spend and stronger community ties to our lovely little market town.

Emma Clark, BID Lead, Ashby Town Centre Traders

Welcoming & Safe

Say 'YES' to a Ashby BID and we will

- Make Radiolink FREE for businesses and improve take up and coverage
- Further develop the Purple Flag Initiative through events and marketing.
- Support the expansion of seasonal decorations and lighting
- Expand Floral Displays scheme

Insert Business Testimonial (The White Hart)

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Getting Around

Say 'YES' to a Ashby BID and we will

- Develop seasonal/event based free/discounted car parking initiatives.
- Investigate seasonal Park & Ride service.
- Investigate viability of 'Hopper Bus' scheme to encourage Industrial Estate/Business Park trade and for events

Business Support

Say 'YES' to a Ashby BID and we will

- Developed centralised procurement for services such as trade waste, recycling, insurance and the like to ensure reduced costs for businesses. Independent businesses in Salisbury, for instance, saved between £200-£1600 pa on centralise trade waste management initiative
- Be an influential lobbying and advocacy group, working on behalf of the businesses to ensure that your views are fully represented. This will include elements such influencing policy with Councils, representation on local and regional economic partnerships and industry bodies as well as national place management bodies such as The BID Foundation and The High Streets Taskforce which have been instrumental in developing post Covid support and will be leading on recovery support and funds
- Work to ensure that Post COVID, Ashby is in a position with a plan and a partnership to secure stimulus funding to help businesses and the town recover.
- Provide regular intelligence and information about the business environment by publishing updates so that you are kept aware of the information and opportunities that may impact your business.
- Develop the profile and quality of independent businesses in Ashby from dedicated promotional activities for existing businesses to providing financial incentives and location support to expand or locate to Ashby.

I really support the BID initiative as it will bring the town closer together, help to make Ashby even more attractive to visitors, and preserve Ashby's economy as a thriving small desirable market town.

Simon Pellecchia, Owner, Fitness Republic

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BID LEVY WHAT WILL YOU PAY?

BIDs are funded by the eligible businesses included in the BID area – defined on page XX

If businesses vote 'yes' for the Ashby BID, the levy will raise approximately £214,000 per annum for five years. With additional income, this equates to over £1m to deliver improvements that will directly benefit you. If the BID vote is successful, all eligible businesses will pay a levy of 2% of the rateable value of the business per annum. Small businesses, with a rateable value of less than £2,500, will be exempt from paying.

The table below gives an example of what the BID levy could be for your business.

Rateable Value	Maximum Annual Levy	Maximum Daily Equivalent Cost
£2,500	Minimum Levy Amount £100	£0.27p
£5,000	£100	£0.27p
£10,000	£200	£0.55p
£25,000	£500	£1.37
£50,000	£1000	£2.74
£100,000	£2000	£5.48
£200,000	£4,000	£10.96

Businesses pay an annual amount, collected once a year. This income is then used year-by-year over the 5 year lifetime of the BID to carry out the projects defined in this business plan. BIDs are funded by the businesses within the BID boundary.

ADDITIONAL INCOME

BIDs across the UK on average generate 15% in additional income through their lifetime. Ashby BID will endeavour to do this through sponsorship, grant funding and other income generating activities.

VOLUNTARY/INVESTOR MEMBERSHIP

A voluntary/investor contribution can be made by businesses that are exempt such as those that have a rateable value under £2,500 and those outside the BID area. This will entitle them to all the agreed projects and services outlined in this business plan as well as full rights as members in the management and governance of the BID company. Details and eligibility will be set by the Board.

INCOME & EXPENDITURE FORECAST

	2021/22	2022/23	2023/24	2024/25	2025/26	Totals
Income						
BID Levy	£214,000	£214,000	£214,000	£214,000	£214,000	£1,070,000
Additonal Incomece	£20,000	£20,000	£20,000	£20,000	£20,000	£100,000
Total Income	£234,000	£234,000	£234,000	£234,000	£234,000	£1,170,000
Expenditure						
Marketing, Promotion & Events	£120,000	£120,000	£120,000	£120,000	£120,000	£600,000
Welcoming & Safe	£30,000	£30,000	£30,000	£30,000	£30,000	£150,000
Getting Around	£40,000	£20,000	£20,000	£20,000	£20,000	£20,000
Business Support	£14,000	£14,000	£14,000	£14,000	£14,000	£70,000
Sub Total	£204,000	£184,000	£184,000	£184,000	£184,000	£940,000
Overheads						
Staff	£25,000	£25,000	£25,000	£25,000	£25,000	£125,000
Office/ IT	£1,000	£1,000	£1,000	£1,000	£1,000	£5,000
Insurance	£500	£500	£500	£500	£500	£2,500
Levy Collection Cost	£3,000	£3,000	£3,000	£3,000	£3,000	£15,000
Professional Fees	£500	£500	£500	£500	£500	£2,500
Sub Total	£30,000	£30,000	£30,000	£30,000	£30,000	£150,000
Total Costs	£234,000	£214,000	£214,000	£214,000	£214,000	£1,090,000

- A BID Company of this size and spend will require staffing to develop/deliver projects and ensure successful implementation. This may be on a permanent basis or contracted.

** Office cost will be minimal or gratis

*** We will work to minimise the levy collection cost further

“The successful events that have been put on in Ashby over the years have helped to increase footfall and trade for our town. The BID will provide further funding and structure to ensure these events continue, making Ashby more visible and will help bring both the community and businesses alike closer together”.

Matthew Rice, Partner, Timms Solicitor

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BID GOVERNANCE AND MANAGEMENT

If the BID ballot is successful, an independent, not-for-profit company, limited by guarantee, will govern the BID. The board will have up to 12 directors made up of representatives of levy paying businesses or equivalent financial contributors. Additional non-levy paying members may be co-opted, as required.

The board will serve voluntarily (without payment) and will be composed to reflect the make-up of the BID area in business sectoral terms. The board of directors will be directly accountable to BID levy payers for:

- Effective delivery of the projects and services as set out in the BID business plan.
- Upholding and promoting the BID's vision and objectives.

Board elections will be held where any levy paying business or equivalent financial contributor will be eligible to stand as a BID board director. Nominated representatives from public sector will be invited to the board meetings.

All levy payers will have a stake in the BID company. They will control what the BID funds are spent on and can hold the BID company accountable throughout the duration of the five years.

The BID company will not be able to make a profit and any surplus must be spent on projects and services agreed by levy payers and the board of directors.

In Year 1, the BID Task Group who have been involved with the development of the BID will form the interim board to allow for continuity as much as is possible. Elections will then take place to establish the board from year 2 onwards.

Any levy payer or voluntary contributor can stand to be elected onto the board during this process. Board positions are laid out below (up to 12 in total): REMEMBER THE ASHBY BID IS DEVELOPED, MANAGED AND CONTROLLED BY YOU, THE BUSINESSES

- 4 Retail
- 2 Office
- 2 Food & Drink
- 1 Entertainment & Leisure
- 2 Public Sector
- 1 Voluntary contributor/ Investor member

I support initiatives that help our community recover, grow and thrive. The BID will give customers a reason to visit the town and trade with our businesses. It will give outsiders a reason to travel to our historic market own. Eat, Drink, Shop Ashby
Dean O Shea, Senior Team Leader, UW

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MEASURING RESULTS

Ashby BID and its board will keep levy payers up to date on all the projects that the BID will implement over the 5 year term in a variety of ways. It will demonstrate that it is delivering against its objectives. The board will set the key performance indicators (KPIs) and criteria upon which to measure the BID's performance. Examples of the criteria the BID will use include:

- Footfall figures
- Spend Levels
- Rental levels
- Car parking usage
- Public transport usage
- Crime Statistics
- New business activity
- Annual surveys
- Business feedback
- Consumer feedback
- Media coverage
- Website/social media interactions.

Performance measurement will be carried out at regular intervals and the results will be reported back to levy payers through the following channels:

1. Annual meetings
2. Group liaison forums and briefings
3. Direct communications (for example: e-bulletins, newsletters and face-to-face meetings)

BID LEVY AND BALLOT RULES

1. The BID Regulations of 2004, approved by the Government, sets out a regulatory framework within which BIDs have to operate, including the way in which the levy is charged and collected, and how the ballot is conducted.
2. The BID levy rate will be fixed for the full term of the BID (five years) and will not be subject to inflation or alterations.
3. The BID levy will be applied to all businesses within the defined area with a rateable value of or exceeding £2,500, provided they are listed on the Non-Domestic rates list as provided by North West Leicestershire District Council for the 'Chargeable Date', set annually.
4. There will be a minimum levy payment of £100 and a maximum levy payment of £23,000 per hereditament
5. The following will be exempt from paying the levy:
 - Organisations with a rateable value below £2,500.
 - Non-retail charities with no trading income, arm or facilities and are predominantly volunteer based. Non-profit making organisations with an entirely subscription and volunteer-based set up.
 - Businesses that fall in the following sectors – industrial, manufacturing, storage, and workshop.
6. New businesses will be charged from the point of occupation based upon the rateable value at the time they enter the rating list.
7. If a business ratepayer occupies the premises for less than one year, the levy paid will be on a daily basis.
8. BID Levy payment will revert to the property owner or the registered business ratepayer of vacant properties. Those undergoing refurbishment or being demolished will be liable to pay the BID levy.
9. The BID levy will not be affected by the small business rate relief scheme, exemptions, reliefs or discount periods in the non-domestic rate regulations prevailing at the time.
10. VAT will not be charged on the BID levy.
11. The levy rate or boundary area cannot be increased without a full alteration ballot. However, if the BID company wishes to decrease the levy rate during the period, it will do so through a consultation, which will, as a minimum, require it to write to all existing BID levy payers. If more than 25% object in writing, then this course of action will not proceed.
12. The billing body is authorised to collect the BID levy on behalf of the BID company.
13. Collection and enforcement regulations will be in line with those applied to nondomestic business rates, with the BID company board of directors responsible for any debt write-off.

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14. The BID funding will be kept in a separate BID revenue account by North West Leicestershire District Council and transferred to the BID company.

15. BID projects, costs and timescales may be altered by the BID board of directors, provided they remain in line with the overall BID objectives.

16. The BID board of directors will meet at least six times a year. Every levy paying business and equivalent financial contributor will be eligible to be a member of the BID company. Company members can vote at annual meetings.

17. The BID company will produce a set of annual accounts made available to all company members.

18. The BID will last for five years. At the end of the five years, a ballot must be held if businesses wish the BID to continue.

THE POSTAL BALLOT

All eligible businesses have the opportunity to vote.

The ballot will be conducted through an independent, confidential postal vote by Civica Election Services, on behalf of North West Leicestershire District Council, which is the responsible body as determined by the BID Regulations of 2004.

Each eligible business ratepayer will have one vote in respect of each hereditament within the BID area, provided they are listed on the National Non-Domestic Rates List for the defined area as provided by North West Leicestershire District Council

A proxy vote is available, and details will be sent out by Civica Election Services. Ballot papers will be sent out to the appropriate person/ organisation from 01 July 2021 to be returned no later than 5pm on 29 July 2021.

For the BID to go ahead, two conditions must be met:

- More than 50% of businesses that vote must vote in favour.
- The businesses that vote 'YES' must represent more than 50% of the total rateable value of all votes cast.

The results of the ballot will be declared on the 30 July 2021.

Under the BID Regulations of 2004, if the BID is approved at ballot by businesses, all those eligible, regardless of how or if they voted, will be legally obliged to pay the annual levy amount.

WHY VOTE YES FOR A BID IN ASHBY?

The Ashby BID presents an opportunity for businesses to move the town forward, to stop talking about what could be achieved and to start delivering a plan which is backed with funding. The plan is focused on the projects which you, the businesses, have asked to be prioritised and which will deliver a return on your investment.

Post COVID-19, the town must respond to the economic impact by marketing Ashby and delivering a great experience for visitors. Implementing the Business Plan will assist this and with other investment make Ashby a great place to visit and do business.

Together we can embrace the opportunity for greater input, influence, control and self-determination, by providing a new energy and sustainable funding stream to make this happen.

By coming together as a business community, we can achieve so much more. A BID will bridge the gap between town centre businesses and those that are in the industrial estates. The BID will also help to fight any future unprecedented situations, like the pandemic, together as a collective group.
Sharon Keevins, MD, Kangaroo UK

YOUR BID TEAM

The Ashby BID has been guided to this point by a Task Group, of local business people, champions and Stakeholders who are passionate about the future success of the town:

Ashby BID Task Group

Insert Names & Business

Key Stakeholders

Ashby Town Council
North West Leicestershire District Council
Leicestershire County Council
Police

To find out more about the Ashby BID contact:

Mo Aswat, Project Director at mo@themosaicpartnership.co.uk

You can also visit the Ashby BID website XXXX



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Title of Report	SCRUTINY ANNUAL REPORT	
Presented by	Councillor Robert Ashman Deputy Leader	
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	
Purpose of Report	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	THAT (1) THE ANNUAL SCRUTINY REPORT BE NOTED; (2) COUNCIL AGREES TO CONTINUE THE SCRUTINY CROSS PARTY WORKING GROUP HAVING HAD REGARD TO THE VIEWS OF MEMBERS OF BOTH SCRUTINY COMMITTEES.	

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 Council is asked to consider therefore whether to recommend that this Group be continued.

- 1.5 The views of both the Community Scrutiny Committee and the Corporate Scrutiny Committee are shown in Appendix 1 to this report which comprises an extract of both sets of minutes.

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 was considered by both the Corporate and Community Scrutiny Committee before being submitted to Council.
Risks:	No issues identified
Officer Contact	<p>Andy Barton Strategic Director of Housing & Customer Services Andy.barton@nwleicestershire.gov.uk</p> <p>James Arnold Strategic Director of Place James.arnold@nwleicestershire.gov.uk</p>

EXTRACT OF THE MINUTES OF THE MEETINGS OF THE COMMUNITY AND CORPORATE SCRUTINY COMMITTEES

Community Scrutiny Committee – 19 May 2021

The Strategic Director presented the report.

Some Members expressed their disappointment in the virtual scrutiny training received and the low number of Members in attendance. It was also felt that the Scrutiny Cross Party Working Group had not yet achieved its objectives and therefore Members were against the recommendation within the report to disband the group.

A discussion was had on the work of the Scrutiny Cross Party Working Group, and it was felt that the following actions were yet to be completed:

- The introduction of a briefing for Members
- A clear plan for placing items onto the work programme
- A review of the scrutiny function in a years' time by the Cross Party Working Group, to evaluate how successful the changes had been.

The Chairman reminded Members that it was the responsibility of the Committees to move the scrutiny function forward and it was important for Members to lead the agendas. The Head of Legal and Commercial Services assured Members that proposals from the Scrutiny Cross Party Working Group would be reviewed and officers would discuss the points made at the meeting with both Scrutiny Chairs to compose a plan to move forward.

It was strongly agreed that the Scrutiny Cross Party Working Group should not be disbanded and following advice from the Head of Legal and Commercial Services, it was decided to consider the two recommendations within the report separately so that individual votes could be taken.

Recommendation one as set out in the report was moved by Councillor K Merrie, seconded by Councillor T Eynon and put to the vote.

RESOLVED THAT:

The Annual report be noted ahead of its submission to Council at its meeting on 22 June 2021.

Recommendation two as set out in the report was moved by Councillor K Merrie, seconded by Councillor T Eynon and was put to the vote. The motion was LOST.

Councillor K Merrie moved the recommendation to Council that the Scrutiny Cross Party Working Group remain operational to assess the work of the scrutiny function at a future date to be determined as appropriate. It was seconded by Councillor J Geary.

RECOMMENDED THAT:

The Scrutiny Cross Party Working Group remain operational to assess the work of the scrutiny function at a future date to be determined as appropriate.

Corporate Scrutiny Committee - 9 June 2021

The Strategic Director presented the report.

A discussion was had on the benefits of continuing the Scrutiny Cross Party Working Group. Members were in agreement that the group should not be disbanded, and it should be used to monitor progress of the scrutiny function with the next meeting in approximately 4 months' time.

In relation to the training package delivered the previous year, some Members felt that due to the virtual delivery it was not as successful as it could have been.

A Member referred to a consultation process undertaken with Committee Members the previous year in relation to the scrutiny function and asked for some information on the outcome. The Strategic Director explained that the consultation was part of the review undertaken by the Centre for Governance and Scrutiny, the final report would be provided outside of the meeting for information.

Councillor S Sheahan moved recommendation one within the report and that the Scrutiny Cross Party Working group should be continued. It was seconded by Councillor D Bigby.

RESOLVED THAT:

The annual report be noted ahead of its submission to Council at its meeting on 22 June 2021.

RECOMMENDED THAT:

The Scrutiny Cross Party Working Group be continued.

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	Community Scrutiny Committee
Councillor Russell Boam (Chairman)	Councillor Dan Harrison (Chairman)
Councillor Jim Hoult (Deputy Chairman)	Councillor Bertie Harrison-Rushton (Deputy Chair)
Councillor Elliott Allman	Councillor Carl Benfield
Councillor Alexander Bridgen	Councillor Alexander Bridgen
Councillor Gill Hoult	Councillor Dr Terri Eynon
Councillor Russell Johnson	Councillor John Geary
Councillor Sean Sheahan	Councillor Gill Hoult
Councillor Nigel Smith	Councillor Keith Merrie MBE
Councillor Michael Wyatt	Councillor Michael Wyatt
Councillor Dave Bigby (Substitute)	Councillor Angela Black (Substitute)
Councillor David Everitt (Substitute)	Councillor John Clarke (Substitute)
Councillor Marie French (Substitute)	Councillor Michael Hay (Substitute)
Councillor Stuart Gillard (Substitute)	Councillor Virge Richichi (Substitute)
Councillor Keith Merrie MBE (Substitute)	Councillor Tony Saffell (Substitute)
Councillor Virge Richichi (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	Community Scrutiny Committee
Asset Management	Business/Economy
Estates and property	Planning and Building Control
Review of Constitution	Tourism
Communications	Partnerships
Customer Services	Community Safety
Finance	Leisure
Human Resources	Health and Wellbeing
ICT	Stronger Safer Communities
Legal Services	Environmental Health
Revenue and Benefits	Licensing
Shared Services	Environmental Protection
	Statutory crime and disorder committee
	Strategic Housing – Housing Strategy
	Housing Management
	Economic Development

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 Hoults
- 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 Houlst	Y	Y	Y	Y	Y	100
E Allman	Y	Y	Y	N	N	60
A Bridgen	N	Y	Y	Y	Y	80
G Houlst	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

Appendix A

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 8	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. 	EW	No	COMPLETED
		<ul style="list-style-type: none"> • Terms of reference to be agreed <p>AGREED –</p> <ul style="list-style-type: none"> (1) That the Working Group Terms of Reference be endorsed (2) That monthly meetings be held with a 6 month review meeting thereafter. (3) That the work of the Group be reported to Council. 	ML	No	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 	ML	No	COMPLETED
			RW	No	COMPLETED

64		<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	COMPLETED
					POSTPONED
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
			All	No	COMPLETED

4	Develop forward looking work programme for Corporate and Community Scrutiny	• Change report templates to identify the role of scrutiny for each issue and encourage report authors to consider outcomes.	ML	No	COMPLETED
		• Move work programme agenda item to front of agenda	ML	No	COMPLETED
		• Reintroduce the Annual Report to demonstrate the value and achievements of scrutiny	JA/AB	No	COMPLETED
		• Ensure it is clear why an item is/is not going to scrutiny	RW	No	COMPLETED
		• Invite views and comments from Scrutiny Members	ML	No	COMPLETED
		<p>AGREED –</p> <p>(1) That a new report template be introduced with immediate effect</p> <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>			
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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	No	COMPLETED
			EW	No	COMPLETED
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	No	ONGOING
			CfGS	No	COMPLETED
			CfGS	No	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 67	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

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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