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Meeting	CABINET
Time/Day/Date	5.00 pm on Tuesday, 7 June 2022
Location	Council Chamber, Council Offices, Coalville
Officer to contact	Democratic Services (01530 454512)

AGENDA

Item		Pages
1.	APOLOGIES FOR ABSENCE	
2.	DECLARATION OF INTERESTS	
	Under the Code of Conduct members are reminded that in declaring interests you should make clear the nature of that interest and whether it is a disclosable pecuniary interest, registerable interest or other interest.	
3.	PUBLIC QUESTION AND ANSWER SESSION	
4.	MINUTES	
	To confirm the minutes of the meeting held on 26 April 2022.	3 - 6
5.	LEICESTER & LEICESTERSHIRE STATEMENT OF COMMON GROUND ON HOUSING AND EMPLOYMENT NEEDS (APRIL 2022)	
	Report of the Planning, Policy and Land Charges Team Manager, presented by the Planning Portfolio Holder.	7 - 30
6.	ENVIRONMENTAL HEALTH - FOOD SAFETY SERVICE DELIVERY PLAN 2022/23	
	The report of the Environmental Health Team Manager, presented by the Community Services Portfolio Holder.	31 - 56

7. FORMER TENANT RENT ARREARS, CURRENT TENANT RENT ARREARS, COUNCIL TAX, NON DOMESTIC RATES AND SUNDRY DEBTOR WRITE OFFS

The report of the Finance Team Manager and Deputy S151 Officer, presented by the Corporate Portfolio Holder. **57 - 62**

8. MINUTES OF THE COALVILLE SPECIAL EXPENSES WORKING PARTY

The report of the Strategic Director, presented by the Community Services Portfolio Holder. **63 - 68**

Circulation:

Councillor R Blunt (Chairman)
Councillor R Ashman (Deputy Chairman)
Councillor R D Bayliss
Councillor T Gillard
Councillor K Merrie MBE
Councillor N J Rushton
Councillor A C Woodman

MINUTES of a meeting of the CABINET held in the Council Chamber, Council Offices, Coalville on TUESDAY, 26 APRIL 2022

Present: Councillor R Blunt (Chairman)

Councillors R Ashman, R D Bayliss, T Gillard, K Merrie MBE and A C Woodman

In Attendance: Councillors

Officers: Mr J Arnold, Mr A Barton, Miss E Warhurst, Ms R Haynes, Mr M Murphy, Mr M Walker and Mrs R Wallace

108. APOLOGIES FOR ABSENCE

Apologies were received from Councillor N Rushton who was unable to attend the meeting in person however was able to attend remotely.

109. DECLARATION OF INTERESTS

No interests were declared.

110. PUBLIC QUESTION AND ANSWER SESSION

No questions were received.

111. MINUTES

The minutes of the meeting held on 29 March were considered.

Councillor R Bayliss asserted a wish to amend the minutes as although the minutes were an accurate record of what had been said at the previous meeting, some of this information was inaccurate and referred to “bungalows” in Item 105 when in fact “housing” would have been a more accurate representation.

It was moved by Councillor R Bayliss, seconded by Councillor K Merrie and

RESOLVED THAT:

The minutes of the meeting held on 29 March 2022 be confirmed as accurate record of the proceedings, subject to the amendment as presented by Councillor R Bayliss.

Reason for decision: To comply with the Constitution.

112. EAST MIDLANDS FREEPORT UPDATE

The Deputy Leader and Infrastructure Portfolio Holder presented the report, updating Cabinet on the East Midlands Freeport Project and status of the Final Business Case.

It was noted that Cabinet had overseen the progress of this report but the final decision rested with Council.

The Leader offered thanks to Councillor R Ashman for all of the work he had done toward the Freeport to date. Members also wished to put on record their thanks to the Officers who had worked on the Freeport, with special thanks to the Chief Executive.

It was moved by Councillor R Ashman, seconded by Councillor K Merrie and

RESOLVED THAT:

- 1) Progress of the East Midlands Freeport Business Project be noted by Cabinet.
- 2) The intention of the Chief Executive to appoint the Portfolio Holder for Infrastructure as Director of the EMF Company be noted.

RECOMMENDED TO COUNCIL THAT:

- 3) The Council join the East Midlands Freeport Company.
- 4) The finalisation of the Members Agreements, Articles of Associations and any other agreements necessary to facilitate the incorporation of the EMF Company be delegated to the Chief Executive.

Reason for decision: To comply with constitutional requirements and to make a recommendation to Council when it meets on 10 May 202

113. EAST MIDLANDS FREEPORT BUSINESS RATES RELIEF POLICY

The Deputy Leader and Infrastructure Portfolio Holder presented the report.

Members congratulated the report author for their efforts to circumvent any potential loophole which could be utilised by occupiers of the Freeport.

It was moved by Councillor R Ashman, seconded by Councillor K Merrie and

RESOLVED THAT:

The Council's East Midlands Freeport Business Rates Relief Policy be approved by Cabinet.

Reason for decision: As part of the formal creation of the East Midlands Freeport the Council is required to have in place a Business Rates Relief Policy for eligible organisations outlining the eligibility criteria, operation and delivery of Business Rates Relief for East Midlands Freeport Tax Sites.

114. DISCRETIONARY COUNCIL TAX ENERGY REBATE SCHEME

The Housing, Property and Customer Services Portfolio Holder presented the report, outlining the package of support known as the Energy Bill rebate scheme which would be intended to assist people with rising bills.

Members were advised that the Council had been awarded £133,350 for the discretionary scheme. The meeting was informed that the proposed policy for adoption would be focused on those not covered under the main scheme but who the authority would be aware may still be in need of support.

It was clarified that payments would be made in the same way as the main scheme, either by Direct Debit or via the Post Office.

It was moved by Councillor R Bayliss, seconded by Councillor T Gillard and

RESOLVED THAT:

- 1) The Discretionary Council Tax Energy Rebate Scheme as set out in the report be agreed by Cabinet.

- 2) Any subsequent changes to the scheme be delegated to the Strategic Director with responsibility for the Revenues and Benefits service in consultation with the Portfolio Holder.

Reason for decision: To comply with the Constitution

115. TENANT SCRUTINY PANEL REPORT: RESIDENT INVOLVEMENT SERVICES

The Housing, Property and Customer Services Portfolio Holder presented the report, and offered praise to the Panel for the production of a very good report, despite the parameters imposed by the pandemic.

It was noted that a long list of recommendations had been formulated, and an important idea within this was to meet requirements of the housing white paper, which would impose new conditions upon the authority with regard to tenant participation and the Decent Homes Standard.

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

RESOLVED THAT:

The action plan prepared in response to the recommendations from the Tenant Scrutiny Panel's Inspection of the Resident Involvement Service be approved by Cabinet.

Reason for decision: To improve tenant engagement and support the housing service to prepare for anticipated regulations as a result of the publication of the Housing White Paper.

The meeting commenced at 5.00 pm

The Chairman closed the meeting at 5.14 pm

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Title of Report	LEICESTER & LEICESTERSHIRE STATEMENT OF COMMON GROUND ON HOUSING & EMPLOYMENT NEED (APRIL 2022)	
Presented by	Councillor Keith Merrie Planning Portfolio Holder	
Background Papers	Report to Local Plan Committee 25 May 2022 NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL (nwleics.gov.uk) National Planning Policy Framework National Planning Practice Guidance Statement of Common Ground (2021) Statement of Common Ground (2022) Housing and Economic Needs Assessment (April 2022) Housing and Economic Needs Assessment – Housing distribution Housing and Economic Needs Assessment – Employment distribution Statement of Common Ground – Sustainability Appraisal NWLDC SHELAA 2019	Public Report: Yes
		Key Decision: Yes
Financial Implications	The cost of preparing the statement of Common Ground and the supporting evidence is met by all of the Leicester and Leicestershire authorities making agreed contributions.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	Under the Duty to Cooperate the Council is under an obligation to work with other local planning authorities “ <i>constructively, actively and on an on-going basis</i> ” to address strategic planning matters. The Statement of Common Ground helps to address this requirement.	
	Signed off by the Monitoring Officer: Yes	

Staffing and Corporate Implications	None identified
	Signed off by the Head of Paid Service: Yes
Purpose of Report	To consider and agree the Council's response to a Statement of Common Ground which has been prepared covering Leicester and Leicestershire to deal with the issues of unmet housing and employment needs from Leicester City.
Reason for Decision	To determine Cabinet's views on the proposed Statement of Common Ground for forwarding to Council.
Recommendations	<p>THAT CABINET:</p> <p>(I) NOTES THE STATEMENT OF COMMON GROUND WHICH ADDRESSES THE ISSUE OF UNMET HOUSING AND EMPLOYMENT NEEDS FROM LEICESTER CITY;</p> <p>(II) NOTES THAT THE VIEWS OF CABINET ON THE STATEMENT OF COMMON GROUND WILL BE FORWARDED TO COUNCIL FOR IT TO HAVE REGARD TO WHEN DETERMINING THIS COUNCIL'S POSITION; AND</p> <p>(III) RECOMMENDS THAT THE COUNCIL'S POSITION ON WHETHER OR NOT TO SUPPORT THE STATEMENT OF COMMON GROUND BE FORMALLY AGREED AT A MEETING OF COUNCIL ON 21 JUNE 2022</p>

1 BACKGROUND

- 1.1 Members will be aware that the Leicestershire authorities have known since February 2017 that Leicester City does not have sufficient land available to accommodate its housing and employment land needs in full.
- 1.2 Members will also be aware that all local planning authorities are under an obligation under the Duty to Cooperate to "*cooperate with each other, and with other prescribed bodies, on strategic matters that cross administrative boundaries*" (National Planning Policy Framework (2021), paragraph 24). To demonstrate such cooperation, the NPPF requires authorities to "*prepare and maintain one or more statements of common ground, documenting the cross-boundary matters being addressed and progress in cooperating to address these*".
- 1.3 To address the issue of unmet need from Leicester City, all of the Leicester and Leicestershire authorities have been working together under the auspices of the Member Advisory Group (MAG) to prepare a Statement of Common Ground (SoCG). MAG does not have decision making powers. Therefore, when it met on 28 April 2022 it agreed that the SoCG should be considered by each of the Leicester and Leicestershire authorities through their own governance procedures.
- 1.4 Whether this Council should support the SoCG will be determined by Council at its meeting on 21 June 2022, thus providing an opportunity for all members to consider the SoCG.
- 1.5 The Local Plan Committee (LPC) is responsible for overseeing the preparation of the Council's Local Plan, although final decision on the Local Plan resides with Council. The SoCG has significant implications for the current Local Plan review as it will determine the

amount of development that needs to be provided for. Therefore, the SoCG was considered by the LPC at its meeting on 25 May 2022 when it agreed. A copy of the report and appendices considered by LPC is attached at Appendix 1 to this report.

1.6 The following points were made by the Local Plan Committee:

- The level of growth set in the SoCG has potential implications in terms of infrastructure which needs to be provided in advance of development.
- The City Council should be approached to support the provision of infrastructure, such as the National Forest line, outside of the City in recognition of the assistance being provided by this Council to meet the city's unmet need.
- Why wasn't the unmet need simply redistributed based on an equal share basis?
- Lack of functional relationship between North West Leicestershire and Leicester City
- There is a need to ensure that whatever housing is provided meets the needs of local communities including more affordable housing.
- Some of the evidence is based on 2011 census but noted that there is nothing more up-to-date. Will an increase in home working have any implications?
- The SoCG is not about where development will go in North West Leicestershire, that is a matter for the local plan.

1.7 Cabinet, in its executive role, is also invited to consider the SoCG with a view to its comments being forwarded to Council for consideration alongside those of the Local Plan Committee.

Policies and other considerations, as appropriate	
Council Priorities:	Local people live in high quality, affordable homes
Policy Considerations:	None identified
Safeguarding:	There are no implications directly arising from this report.
Equalities/Diversity:	There are no implications directly arising from this report.
Customer Impact:	There are no implications directly arising from this report.
Economic and Social Impact:	The outcome of the Statement of Common Ground will be addressed as part of the Local Plan review
Environment and Climate Change:	The outcome of the Statement of Common Ground will be addressed as part of the Local Plan review
Consultation/Community Engagement:	The Statement of Common Ground has been the subject of direct engagement with all of the Leicester and Leicestershire authorities. The outcome of the Statement of Common Ground will be considered as part of the Local Plan review which will be subject to consultation with the community and wider stakeholders.
Risks:	Not agreeing the Statement of Common Ground would represent a significant risk to the Local Plan review.
Officer Contact	Ian Nelson Planning Policy and Land Charges Team Manager 01530 454677 ian.nelson@nwleicestershire.gov.uk

LOCAL PLAN COMMITTEE – 25 MAY 2022

Title of Report	LEICESTER & LEICESTERSHIRE STATEMENT OF COMMON GROUND ON HOUSING & EMPLOYMENT NEED (APRIL 2022)	
Presented by	Councillor Robert Ashman 01530 273762 robert.ashman@nwleicestershire.gov.uk	
Background Papers	National Planning Policy Framework National Planning Practice Guidance Statement of Common Ground (2021) Statement of Common Ground (2022) Housing and Economic Needs Assessment (April 2022) Housing and Economic Needs Assessment – Housing distribution Housing and Economic Needs Assessment – Employment distribution Statement of Common Ground – Sustainability Appraisal NWLDC SHELAA 2019	Public Report: Yes
		Key Decision: Yes
Financial Implications	The cost of preparing the statement of Common Ground and the supporting evidence is met by all of the Leicester and Leicestershire authorities making agreed contributions.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	Under the Duty to Cooperate the Council is under an obligation to work with other local planning authorities “ <i>constructively, actively and on an on-going basis</i> ” to address strategic planning matters. The Statement of Common Ground helps to address this requirement.	
	Signed off by the Monitoring Officer:	
Staffing and Corporate Implications	None identified	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	To consider a Statement of Common Ground which has been prepared covering Leicester and Leicestershire to deal with the issues of unmet housing and employment needs from Leicester	

	City and for the views of this Committee to be forwarded on to Council for when it considers the Statement of Common Ground .
Recommendations	<p>THAT LOCAL PLAN COMMITTEE:</p> <p>(I) NOTES THE STATEMENT OF COMMON GROUND WHICH ADDRESSES THE ISSUE OF UNMET HOUSING AND EMPLOYMENT NEEDS FROM LEICESTER CITY;</p> <p>(II) NOTES THAT THE COUNCIL’S POSITION ON THE STATEMENT OF COMMON GROUND WILL BE FORMALLY AGREED AT A MEETING OF COUNCIL ON 21 JUNE 2022 AND</p> <p>(III) THAT THE VIEWS OF THIS COMMITTEE ON THE STATEMENT OF COMMON GROUND BE FORWARDED TO COUNCIL FOR IT TO HAVE REGARD TO WHEN DETERMINING THIS COUNCIL’S POSITION</p>

1 BACKGROUND

- 1.1 Members will be aware that all local planning authorities are under an obligation under the Duty to Cooperate to “*cooperate with each other, and with other prescribed bodies, on strategic matters that cross administrative boundaries*” (National Planning Policy Framework (2021), paragraph 24). To demonstrate such cooperation, the NPPF requires authorities to “*prepare and maintain one or more statements of common ground, documenting the cross-boundary matters being addressed and progress in cooperating to address these*”.
- 1.2 The purpose of this report is to consider a Statement of Common Ground (SoCG) which has been prepared covering Leicester and Leicestershire to deal with the issues of unmet housing and employment needs from Leicester City. The SoCG can be viewed from this [link](#).
- 1.3 The SoCG has been prepared under the auspices of the Member Advisory Group (MAG) comprising members from each of the Leicester and Leicestershire authorities and which was established to oversee joint work on strategic planning matters. MAG does not have decision making powers. Therefore, when it met on 28 April 2022 it agreed that the SoCG should be considered by each of the Leicester and Leicestershire authorities through their own governance procedures.
- 1.4 Whether this Council should support the SoCG will be determined by Council at its meeting on 21 June 2022, thus providing an opportunity for all members to consider the SoCG. The views of this Committee will be forwarded to Council alongside those of Cabinet who are considering the SoCG at its meeting on 7 June 2022.

2 DUTY TO COOPERATE

- 2.1 The Duty to Cooperate was introduced by the Localism Act of 2011. One of the reasons for requiring this is that National Policy recognises not all authorities will be able to meet housing and employment needs in full. When this happens the statutory Duty to Cooperate requires authorities to work together “*constructively, actively and on an on-going basis*”. Each individual authority must therefore be able to demonstrate to a planning inspector at a local plan examination how they have met the Duty to Cooperate. Failure to demonstrate compliance means they will not pass the examination process.

3 NATIONAL PLANNING POLICY FRAMEWORK (NPPF) AND THE TESTS OF SOUNDNESS

- 3.1 Even if an authority demonstrates it has met the Duty to Cooperate, it still has to also demonstrate it has complied with National Policy, including the tests of soundness which require an authority's local plan to be:

"... informed by agreements with other authorities, so that unmet need from neighbouring areas is accommodated where it is practical to do so and is consistent with achieving sustainable development..."

"... based on effective joint working on cross-boundary strategic matters [e.g. unmet need] that have been dealt with rather than deferred, as evidenced by the statement of common ground..." [emphasis added]

- 3.2 Assisting Leicester City Council to meet its unmet need is a key 'cross boundary strategic matter' which requires joint working, and therefore a key element of the Duty to Cooperate and Government Policy for each Leicester and Leicestershire authority to demonstrate it has dealt with. If an authority is not able to comply with the Duty to Cooperate or the Tests of Soundness, then it cannot get a Local Plan in place. Therefore, the SoCG is a crucial component of the current Local Plan review as it will help to establish the housing and employment land requirements to be provided for as part of the new local plan.
- 3.3 Paragraphs 24-27 of the NPPF set out further details on planning for cross boundary strategic matters (such as unmet need):

"Local planning authorities and county councils (in two-tier areas) are under a duty to cooperate with each other, and with other prescribed bodies, on strategic matters that cross administrative boundaries [e.g. Leicester's unmet need is a strategic matter that crosses administrative boundaries]."

Strategic policy-making authorities should collaborate to identify the relevant strategic matters [e.g. unmet need] which they need to address in their plans..."

Effective and on-going joint working between... authorities and relevant bodies is integral to the production of a positively prepared and justified strategy. In particular, joint working should help to determine... whether development needs that cannot be met wholly within a particular plan area could be met elsewhere."

In order to demonstrate effective and on-going joint working, strategic policy making authorities [e.g. Local Planning Authorities] should prepare and maintain one or more statements of common ground, documenting the cross-boundary matters being addressed and progress in cooperating to address these. These should be produced using the approach set out in national planning guidance..."

- 3.3 Taking the above into account, it is critical each Leicester and Leicestershire authority has an up-to-date SoCG in place on how they are dealing with Leicester City Council's unmet need, to help ensure it is able to comply with the Statutory Duty to Cooperate, Government Policy and Government Guidance.
- 3.4 The SoCG, together with the participation of all authorities in the programme of evidence gathering, demonstrates the commitment of the Leicester and Leicestershire authorities to the process of addressing the unmet need from Leicester City Council. This shows how they have complied with National Policy and Legislation.

4 THE UNMET HOUSING AND EMPLOYMENT NEEDS

- 4.1 Members may recall that in January 2017 Leicester City Council declared that it was unable to meet all its identified housing needs within the boundaries of the city, although the level of unmet need was not quantified at that time.
- 4.2 The identification of this unmet need resulted in this Council's Local Plan being required to undertake an early review, which culminated in the Partial Review which was adopted in March 2021.
- 4.3 It was not until December 2019 that the Leicester and Leicestershire authorities were made aware of the potential scale of unmet need. Consultation on the Draft Leicester Local Plan (and associated evidence) was delayed due to the COVID-19 pandemic until September to December 2020.
- 4.4 At that time, Leicester's Draft Local Plan consultation indicated a potential unmet need of 7,742 homes and 23 Hectares of employment land (B2 General Industrial and B8 Small Warehousing Units less than 9,000 sq.m) 2019 to 2036.
- 4.5 However, immediately after the consultation closed in December 2020 the Government published a new standard method for calculating housing need. The method stayed the same for all authorities in England apart from the 20 largest cities and urban centres which were given a 35% uplift. As a result, Leicester's housing need increased by 35%, adding a further 9,712 homes to their need between 2020 and 2036 (i.e., an additional 607 homes per year).
- 4.6 When government published the 35% uplift in housing need to Leicester (and the other cities/urban centres), government messaging indicated they "*...expect the increase in homes to be delivered to be met by the cities/urban centres themselves, rather than the surrounding areas.*"
- 4.7 Government Guidance was also updated and says similar i.e. the increase is "*...expected to be met by the cities and urban centres themselves, rather than the surrounding areas, unless it would conflict with national policy and legal obligations.*" [emphasis added] (Planning Practice Guidance – Housing and Economic Needs Assessment Paragraph: 035 Reference ID: 2a-035-20201216).
- 4.8 Government policy requires local plans to be 'deliverable' and the City's evidence shows they are not able to deliver in a sustainable manner their housing and employment needs in full within the City boundary. Therefore, for the City, meeting their needs in full would conflict with national policy.
- 4.9 In addition to the cities uplift, in March 2022 the government published new data in respect of affordability ratios. The Governments' standard method for calculating housing need requires this annually published figure to be taken into account for all authorities (not just cities). As a result, housing need in Leicester increased by a further 2,800 homes to 2036. The change in the affordability ratio in North West Leicestershire results in an increase of only 4 dwellings per annum.
- 4.10 The City's need now stands at 39,421 between 2020 and 2036. When compared to a supply 20,720 homes, this leaves an unmet need of **18,700** homes to be accommodated in the Leicestershire Districts/Boroughs. The unmet employment need remains at **23** Hectares.
- 4.11 The SoCG is therefore based on a 'working assumption' of Leicester's unmet need being 18,700 homes and 23 Hectares of employment land. It is important to note that Members are not being asked to agree what Leicester's unmet need is. This will inevitably evolve over time (e.g. as housing need changes or Leicester's housing supply evolves through

their Local Plan examination). If the unmet need changes significantly in future the SoCG will need to be reviewed and updated as appropriate.

- 4.12 The City have done a significant amount of work over many years on their Local Plan to establish their capacity including updating their SHELAA (Strategic Housing Employment Land Availability Assessment) and Brownfield Land Register and undertaking Character Area and Tall Buildings assessment work. Other works is ongoing and the City are continuing to advance the Local Plan and currently anticipate publishing a Regulation 19 (i.e. pre-submission plan) later in 2022. Assuming that the City Local Plan progress as envisaged, this does mean that by the time this Council's Local Plan gets to Examination stage there should be significantly more certainty about this issue, which should assist the Examination process.

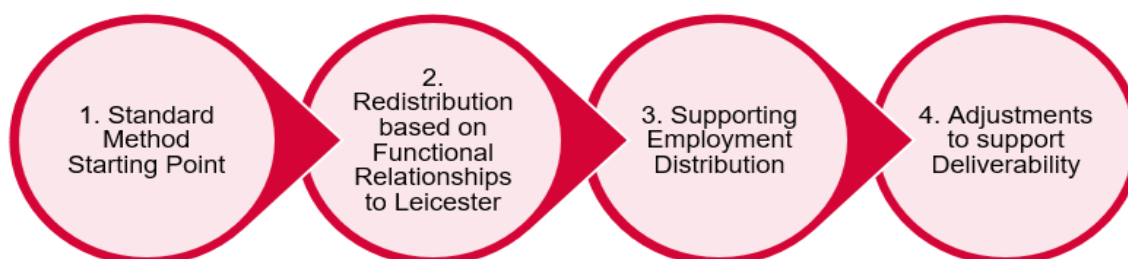
5 EVIDENCE INFORMING THE STATEMENT OF COMMON GROUND

- 5.1 A number of SoCG have previously been agreed by the Leicester and Leicestershire authorities, including one in 2020 to support the Partial Review of this Council's Local Plan.
- 5.2 The most recent SoCG (March 2021) was agreed in light of the 35% uplift in housing to the City. This was done to support the Charnwood Local Plan and represents the latest agreed position on housing and employment needs in Leicester and Leicestershire.
- 5.3 The SoCG identified that the following evidence was being prepared to inform the apportionment of unmet need from Leicester City to the Leicester and Leicestershire Districts/Boroughs:
- Housing and Economic Needs Assessment
 - Strategic Growth Options and Constraints Mapping
 - Strategic Transport Assessment
 - Sustainability Appraisal
- 5.4 The Housing & Economic Needs Assessment (HENA) and the Sustainability Appraisal are the key pieces of evidence that inform the Statement of Common Ground apportioning Leicester City's unmet need to 2036 and they are considered below. The Strategic Transport Assessment and the Strategic Growth Options and Constraints Mapping take a longer-term perspective that will inform the next steps for the previously agreed Strategic Growth Plan for Leicester and Leicestershire to 2050.

Housing and Economic Needs Assessment

- 5.5 Members will be aware that a previous Leicester and Leicestershire wide Housing and Economic Needs Assessment (referred to as the HEDNA) from 2017 informed the housing and employment land provision of the adopted Local Plan. The new study (the HENA) is the first comprehensive Leicester and Leicestershire study since then. The HENA main report can be viewed from the link included at the front of this report. It considers a range of issues including:
- Housing, demographic and economic dynamics;
 - Potential future development needs;
 - The need for different types of homes, including affordable homes and those of different groups (e.g. older persons households, wheelchair user housing)
- 5.6 The outcome from the main HENA report will help to inform appropriate policies as part of this Council's Local Plan review and will be the subject of a later report to this Committee.

- 5.7 The HENA also includes two distribution papers, one for housing and one for employment, which provide an evidence base to the issue of the redistribution of unmet needs from Leicester City. These can be viewed from this [link](#)
- 5.8 The HENA Housing Distribution Paper identifies the following steps in assessing the distribution of homes/unmet housing need across L&L:



- 5.9 Each of these steps is considered below along with commentary as to what this means for North West Leicestershire.

1. The approach treats the government's standard method for calculating housing need as a minimum level of provision for the Leicestershire Districts/Boroughs, as individual local plans would be expected (in line with the NPPF) to meet their own need.

The standard method results in a local housing need figure for North West Leicestershire of 372 dwellings per annum (2022 based)

2. The next step is to consider the functional relationship of each District/Borough with the City, taking account of migration and commuting relationships between the authorities. This generates an initial distribution of unmet need.

For North West Leicestershire, this sees only a small upwards adjustment of 52 dwellings per annum reflecting the fact that there is no common boundary with the City. This is the second smallest of all authorities (Melton being less at 29 dwellings per annum). In contrast, both Blaby and Charnwood see increases of about 300 dwellings per annum and Hinckley & Bosworth and Harborough about 100 dwellings.

3. Adjustments are then made to this distribution to align with the spatial distribution of future employment growth over the period to 2036, to promote a balance in the delivery of jobs and homes at a local level and limit the need to travel. This seeks to locate houses close to where job opportunities arise to provide additional labour where it is needed.

This results in an increase for North West Leicestershire of 182 dwellings per annum (this is discussed below at paragraph 5.10).

4. The final consideration relates to the deliverability of the distribution of development. This reviews the findings from the above steps, taking into account where authorities are already planning for higher growth or where there are land supply constraints which might restrict the scale of development which can be accommodated. It then considers the comparative rate of housing growth implied in different areas and makes adjustments to the distribution to support the deliverability of the distribution proposed, and to ensure that all authorities are contributing proportionally (having regard to their local housing markets) to the unmet need. The report notes that when looking at the annual growth in housing stock (referred to as CAGR (Compound

Annual Growth Rate)), there are very few authorities across the East and West Midlands which have sustained growth rates of more than 1.4% over a 15 or more-year period. The paper, therefore, proposes limiting stock growth for each authority at 1.4%. In doing so it seeks to avoid over-concentrating development in specific areas which could result in localised market capacity issues which inhibit the delivery of overall housing need. This final stage also has regard to the existing balance between jobs and homes in an area and whether higher housing provision might help to improve this balance.

For North West Leicestershire this sees a further increase of 80 dwellings per annum. Hinckley & Bosworth sees a similar increase (85) and Blaby a smaller increase of 32 dwellings. Conversely, Charnwood's figure decreases by 211 dwellings per annum.

- 5.10 As outlined above, different factors drive the distribution of housing growth for different authorities. For example, there is a history of this Council (and Melton) needing to plan for additional homes to support the level of economic growth in the area. The Housing & Economic Development Needs Assessment in 2017 increased this Council's housing need to reflect the specific local economic circumstances. The latest evidence in the HENA also indicates the need in North West Leicestershire to plan above the standard method starting point. There is also a need to support economic growth having regard to the balance of jobs and homes and homes in the area. The paper also notes the recent Freeport designation and concludes that "*The potential for a concentration of employment growth in the north of NW Leicestershire District close to the Airport and Castle Donington is a relevant factor in considering the distribution of development*".
- 5.11 For the other authorities it is the standard method starting point and their functional relationship with the City that are the main considerations driving the level of housing provision.
- 5.12 Adjustments have then been made taking into account other factors such as, land supply and comparative rates of housing growth as outlined above.
- 5.13 Appendix A of this report sets out how the various components of the assessment impact each authority.
- 5.14 This process results in a potential distribution of housing provision across Leicester and Leicestershire over the period to 2036 as set out below.

Table 1 – potential distribution of housing and comparison of housing stock growth per annum

Authority	Housing Provision 2020-36	Annual Average Housing Provision	Stock Growth
Leicester	20,720	1,295	0.9%
Blaby	10,985	687	1.4%
Charnwood	19,025	1,189	1.4%
Harborough	10,515	657	1.4%
Hinckley and Bosworth	10,542	659	1.2%
Melton	4,800	300	1.2%
NW Leicestershire	10,976	686	1.3%
Oadby and Wigston	3,840	240	1.0%
L&L Total	91,404	5,713	1.2%

- 5.15 In terms of employment, the paper concludes that Charnwood is best able to suitably meet Leicester's unmet need of 23 Hectares to 2036. This reflects the existing over-supply of employment land compared to the Borough's own needs; combined with the availability of employment sites and land which is close to the City and can contribute to delivering employment land which can service the needs of Leicester-based companies to 2036.

Sustainability Appraisal

- 5.16 As members will be aware, a Sustainability Appraisal is a key tool used in the process of preparing a local plan as it assesses the environmental, social and economic effects of different options and policies. There is no formal requirement for a Sustainability Appraisal to be undertaken when considering the issue of unmet need, but by doing so it helps to make the SoCG more robust. A copy of the full Sustainability Appraisal report can be viewed from the link in the background papers to this report.
- 5.17 In respect of housing, five spatial options were developed for how growth could be distributed across Leicester and Leicestershire:
- Local Plan Roll forward
 - Spread (equal share)
 - Focus on strategic sites
 - Near Leicester Area
 - HENA distribution
- 5.18 More details about these options, together with the scoring method and results, are set out at Appendix B of this report. Further details are also included in the more detailed SA Report which can be viewed from the link at the front of this report.

- 5.19 The findings in the Sustainability Appraisal demonstrate the different distribution options perform fairly similarly, with each having strengths and weaknesses. However, relatively speaking, the HENA distribution option (as outlined above at Table 1) performs as well or better than the alternatives for most sustainability topics.
- 5.20 This serves to provide confidence that following the recommendations of the HENA would be an appropriate approach to take to meeting unmet housing needs from Leicester (and there are no clear indications that suggest a different approach should be taken in the SoCG).
- 5.21 In respect of employment, four options were developed:
- Local Plan Roll forward
 - Strategic sites
 - Near Leicester focus
 - HENA distribution
- 5.22 The result of the Sustainability Appraisal is set out at Appendix C of this report. Further details are also included in the more detailed SA Report which can be viewed from the link at the front of this report. This is broadly supportive of the HENA distribution option which has limited negative effects whilst being positive in terms of both housing and employment.

6 THE STATEMENT OF COMMON GROUND

- 6.1 Having regard to the outcome from the HENA distribution papers and the Sustainability Appraisal conclusions on the distribution they propose, the SoCG proposes that housing be distributed as set out in Table 1 above.
- 6.2 Table 3 of the SoCG shows how the annual unmet need of 1,169 dwellings per annum from the City is apportioned between the individual districts and boroughs. This shows that North West Leicestershire's element of this equates to 314 dwellings. On the face of it, this might appear to be very high, bearing in mind that North West Leicestershire does not share common boundary with Leicester City. However, it is important to recognise that the apportionment, as outlined above in paragraphs 5.9 to 5.14 has had regard to a wider range of factors than just proximity to the City, to arrive at a balanced distribution that reflects economic circumstances and seeks to ensure a deliverable pattern of development.
- 6.3 In terms of employment land, again the SoCG proposes (Table 4) a redistribution based on the separate Employment land distribution paper (see paragraph 5.15 above).
- 6.4 Section 4 of the SoCG notes that Hinckley and Bosworth Borough Council (HBBC) do not agree to the step in the HENA Housing Distribution Paper methodology from paragraph 6.21 to 6.24 and the subsequent table 6.9 which apportions 197 dwellings per year of Leicester's unmet housing need. HBBC note the capping of the redistribution of Charnwood's numbers to 1,189 and believe that the accommodation of the resulting 197 dpa shortfall should be tested as part of each LPAs Local Plan process, including the current Charnwood Local Plan. In effect, this would mean that there was an unmet need of the original unmet need.
- 6.5 In addition, HBBC is of the view that the June 2021 SoCG was clear that the apportionment of unmet need would be informed by 4 pieces of work. Only two of these pieces have been completed, the HENA and the Sustainability Appraisal. Therefore, as reflected in this Statement, the apportionment is a starting point for testing and may be amended based on the completion of the Strategic Growth Options and Constraints mapping work and the Strategic Transport Assessment and the subsequently updated Sustainability Appraisal and the outcome of any local plan 'testing'.

- 6.6 This issue has been subject to discussion at officer level. It is your officer's view that having a residual unmet need is unacceptable and it is not possible to see how the approach advocated by HBBC could work in practice. It would also represent a risk to any local plans as it could be argued that the authorities have collectively failed to discharge the Duty to Cooperate. Basically, the issue needs to be addressed. In terms of the Growth Options and Transport Assessment work these will, as noted at paragraph 5.4, inform future work on the Strategic Growth Plan. To wait for the outcome from these would simply mean a delay in the preparation of local plans, something no authority can afford to do.
- 6.7 The outcome of the discussions is that the other authorities do not agree with HBBC and consider the apportionment to be justified by the evidence.

7 SHOULD THE COUNCIL SUPPORT THE STATEMENT OF COMMON GROUND?

- 7.1 Officers are of the view that proposed distribution set out in the SoCG is based on a robust methodology for redistributing Leicester's unmet housing and employment need to the Leicestershire Districts/Boroughs.
- 7.2 Members will recall from previous reports that national policy is quite clear that when setting a housing requirement in a Local Plan that the outcome from the standard method is only the starting point and that it is necessary to have regard to a range of factors. In this respect the proposed distribution in the SoCG has had regard to the functional relationship between each authority and the City but also other factors including the balance between jobs and homes. This option has been tested alongside other reasonable alternatives through the Sustainability Appraisal. This process found the HENA housing distribution option performs as well or better than the alternatives for most sustainability topics, and there are no clear indications that suggest a different approach should be taken in the SoCG. The employment options appraisal is also broadly supportive of the HENA option.
- 7.3 As noted previously, the Council is required to demonstrate as part of the Local Plan review that it has complied with the Duty to Cooperate. If this Council decided not to support the outcome from the SoCG, then this would represent a significant risk to the Local Plan review. This is because whilst it could demonstrate that it has cooperated on preparing the SoCG, it would also be necessary to demonstrate as to why it was not appropriate to agree the SoCG. For the reasons outlined above it is considered that the process and methodology followed is robust. Whilst the proposed housing provision for this district (686 dwellings) is significantly above the outcome from the standard method, it is within the range of potential housing requirements recently consulted upon as part of the Local Plan review as this has had a figure up to 730 dwellings per annum.
- 7.4 The Council's Strategic Housing and Economic Land Availability Assessment (SHELAA) identifies a potential supply significantly in excess of the total requirement of 10,976 for the period covered by the SoCG (2020-36) (i.e. 686 x 16 years). The Local Plan is currently proposed to go to 2039 (i.e. an additional 3 years beyond the SoCG) but as the issue of growth in the City is likely to become more constrained through time, it would be reasonable to plan for this higher figure for the whole plan period (13,034 dwellings for 2020-39).
- 7.5 The deliverability of such a number is an issue to be assessed through the Local Plan review process. and if it was proven that it could not be delivered then it would be necessary to declare an unmet need which would have to be addressed through a further SoCG (and the same applies to all of the other authorities). However, at this time on the basis of available evidence there is nothing to show that this is the case and therefore, it is considered that there would not be any reasonable reason to not agree the SoCG.

- 7.6 The implications of the SoCG will be considered in more detail in a future report to this committee alongside considerations relating to the future development strategy as part of the Local Plan review.

Policies and other considerations, as appropriate	
Council Priorities:	Local people live in high quality, affordable homes
Policy Considerations:	None identified
Safeguarding:	There are no implications directly arising from this report.
Equalities/Diversity:	There are no implications directly arising from this report.
Customer Impact:	There are no implications directly arising from this report.
Economic and Social Impact:	The outcome of the Statement of Common Ground will be addressed as part of the Local Plan review
Environment and Climate Change:	The outcome of the Statement of Common Ground will be addressed as part of the Local Plan review
Consultation/Community Engagement:	The Statement of Common Ground has been the subject of direct engagement with all of the Leicester and Leicestershire authorities. The outcome of the Statement of Common Ground will be considered as part of the Local Plan review which will be subject to consultation with the community and wider stakeholders.
Risks:	Not agreeing the Statement of Common Ground would represent a significant risk to the Local Plan review.
Officer Contact	Ian Nelson Planning Policy and Land Charges Team Manager 01530 454677 ian.nelson@nwleicestershire.gov.uk

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dpa	Leicester	Blaby	Charnwood	Harborough	H & B	Melton	NWL	O & W	L & L
Standard Method LHN	2464	341	1111	534	472	231	372	188	5713
Amount to be redistributed from Leicester	1169								
Redistribution based on functional relationship to Leicester		27%	25%	11%	9%	2%	4%	22%	
Additional dpa		313	289	123	102	29	52	260	1169
Distribution based on Functional Relationship	1295	655	1400	657	574	260	424	448	5713
Adjustments to support Future Economic Growth						3	182		185
Adjustments based on Current Plan Provision and Land Supply						37		-208	-171
Residual Distribution with Adjustments	1295	655	1400	657	574	300	606	240	5727
Implied Stock Growth (CAGR, 2020-36)	0.9%	1.3%	1.6%	1.4%	1.0%	1.2%	1.2%	1.0%	1.2%
Final Adjustments to Support Deliverability and Manage Commuting		32	-211		85		80		
Proposed Redistributed Housing Provision (dpa 2020-36)	1295	687	1189	657	659	300	686	240	5713

Stock Growth CAGR		1.4%	1.4%	1.4%	1.2%	1.2%	1.3%	1.0%	1.2%
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SUSTAINABILITY APPRAISAL OF HOUSING OPTIONS – SUMMARY

Distribution options assessed

Option	Description
1 - Local Plan Roll Forward (Spread-Settlement Pattern)	<p>Leicester's unmet need is distributed to the Near Leicester Area (NLA), Market Towns and Other Identified Settlements on the following basis:</p> <ul style="list-style-type: none"> • 34% to NLA • 33% to Market Towns • 33% to Other Identified Settlements <p>It reflects a distribution that spreads Leicester's unmet need across Leicestershire based on the above settlement hierarchy and continues the existing pattern of development from existing Local Plans. The unmet need is shared first between the three settlement categories and then shared equally between LPAs with potential capacity in that settlement category.</p>
2 - Spread (Equal Share)	<p>Leicester's unmet need is distributed 'equally' between the LPAs with potential capacity. The split is not based upon area size or population size.</p> <p>It is similar to Option 1. However, this option reflects a distribution that spreads Leicester's unmet need across Leicestershire on an equal basis to Districts. This option directs more growth to Melton and North West Leicestershire than Option 1.</p> <p>The unmet need is first shared equally between the LPAs with capacity and then distributed to the NLA, Market Towns and Other Identified Settlements taking account of capacity and settlement pattern.</p>
3 – Focus on Strategic Sites	<p>Leicester's unmet need is directed to Strategic Sites. The preference is to locate Leicester's unmet need to Strategic Sites within or close to the NLA. This includes potential sites meeting the following criteria:</p> <ul style="list-style-type: none"> • Sites of at least 1000 homes. Priority may be given to sites able to create a standalone settlement with its own infrastructure (at least 3,500 dwellings). • Within or adjoining the Near Leicester Area, or within close proximity to the Near Leicester Area (i.e. within 1 or 2km of NLA boundary) • Potential to deliver homes up to 2036.

	<p>Where there is not sufficient capacity for strategic sites in the NLA, meeting the locational criteria, then strategic site options in the Market Towns and Other Settlements will be considered.</p> <p>The unmet need is shared to those new settlements adjoining or in close proximity to the Near Leicester Area. Where there is not sufficient capacity then other locations for strategic sites will be considered.</p>
4 – Near Leicester Area (NLA)	<p>100% of Leicester's unmet need is distributed in the Near Leicester Area (NLA).</p> <p>It reflects the principle that Leicester's unmet housing need should be located near to Leicester.</p> <p>The unmet need is shared equally between LPAs with potential housing capacity in the NLA taking account of the scale of that potential capacity.</p>
5 – HENA Distribution	<p>The HENA identified a distribution where Leicester's unmet need is directed to:</p> <ul style="list-style-type: none"> • Locations where there is expected jobs growth; • Authorities where there is a functional relationship with Leicester; and • Where the growth is deliverable in terms of land supply and market capacity. <p>The HENA Report sets out an overall scale of growth for each District and this is the starting point for the distribution.</p> <p>To facilitate the appraisal and allow for differentiation in effects, an apportionment of indicative housing levels is made for each local authority for different levels of the settlement tiers.</p>

Scoring indicators used

Each option is tested against of range of sustainability indicators and given a score as follows:

Major positive	✓✓✓	Minor negative	×	Uncertain effects	?
Moderate positive	✓✓	Moderate negative	×	Neutral / negligible effects	-
Minor positive	✓	Major negative	×		

Table 5.1 Summary of appraisal scores for each option (Scenario A)

		Biodiversity	Health & wellbeing	Housing	Economy	Transport	Climate change	Landscape and land	Heritage	Water	Minerals
<i>Settlement tiers</i>	A1	✗	✗✗? / ✓✓?	✓✓✓?	✓✓✓?	✓✓/✗✗	✓	✗✗✗?	✗✗?	-	✗
<i>Equal Share</i>	A2	✗	✗✗? / ✓✓	✓✓✓?	✓✓✓?	✓✓/✗✗	✓	✗✗✗?	✗✗?	✗?	✗
<i>Strategic Sites</i>	A3	✗ / ✓	✗/ ✓✓✓?	✓✓✓?	✓✓✓	✓✓/✗	✓✓	✗✗✗?	✗✗	✗?	✗
<i>Near Leicester Area</i>	A4	✗	✗ / ✓✓	✓✓✓	✓✓✓	✓✓✓?/✗ ✗✗?	✓	✗✗?	✗	✗?	✗?
<i>HENA distribution</i>	A5	✗	✗✗ / ✓✓	✓✓✓	✓✓✓	✓✓/✗✗	✓✓?	✗✗	✗✗	✗?	✗

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SUSTAINABILITY APPRAISAL OF EMPLOYMENT OPTIONS – SUMMARY

Distribution options assessed

Option	Description
1. Local Plan Roll Forward (Spread)	Leicester's unmet need is distributed equally between the seven Local Planning Authorities. This option directs more growth to Melton and North West Leicestershire than other options.
2. Strategic Sites	Leicester's unmet need is directed to Strategic Sites. This option directs employment growth in line with the housing option for new settlements with a preference to locate Leicester's unmet need to new settlements within or close to the NLA as part of strategic sites of at least 1000 dwellings (priority may be given to standalone settlements) and the potential to deliver homes up to 2036.
3. Near Leicester Focus	100% of Leicester's unmet is distributed in the Near Leicester Area (NLA). It reflects the principle that Leicester's unmet employment need should be located near to Leicester. The unmet need is shared equally between LPAs with capacity in the NLA.
4 HENA Distribution	Leicester's unmet need is distributed to the Near Leicester Area taking account of existing commitments.

Scoring indicators used

Each option is tested against of range of sustainability indicators and given a score as follows:

Major positive	✓✓✓	Minor negative	×	Uncertain effects	?
Moderate positive	✓✓	Moderate negative	××	Neutral / negligible effects	-
Minor positive	✓	Major negative	×××		

Table 6.1 Summary of overall effects for the employment options

[illegible]

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – TUESDAY, 7 JUNE 2022



Title of Report	ENVIRONMENTAL HEALTH - FOOD SAFETY SERVICE DELIVERY PLAN 2022/23	
Presented by	Councillor Andrew Woodman andrew.woodman@nwleicestershire.gov.uk Portfolio Holder Community Services	
Background Papers	Food Standards Agency – The Framework Agreement on Official Feed and Food Controls by Local Authorities. THE FRAMEWORK AGREEMENT ON LOCAL AUTHORITY FOOD LAW REGULATION	Public Report: Yes
	Food Standards Agency – Food Law Code of Practice (England) (Issue: March 2021) Food and Feed Codes of Practice Food Standards Agency	Key Decision: Yes
Financial Implications	There is a risk that additional staffing resource will be required to carry out the checks on imported food entering Great Britain through East Midlands Airport. Additional costs will however be recovered through inspection income from the importers.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	All legal implications are detailed in the Service Plan	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	There is a risk that additional resources may be required to deliver the full inspection programme. An earmarked reserve application has been submitted for this purpose.	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	To inform members of the content of the Food Safety Service Delivery Plan 2022/23 as required by the Food Standards Agency	
	To inform members of the performance against the 2021/22 service delivery plan	
Reason for Decision	To approve the content of the Food Safety Service Delivery Plan 2022/23 as required by the Food Standards Agency.	
Recommendations	THAT CABINET: (1) APPROVES THE ENVIRONMENTAL HEALTH FOOD SAFETY SERVICE DELIVERY PLAN 2022/23 APPENDED TO THIS REPORT AND	

	(2) NOTES THE PERFORMANCE AND ACHIEVEMENTS IN 2021/22
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1.0 INTRODUCTION

- 1.1 The Food Safety function is delivered by the Environmental Health team. When providing the Food Safety function, the council must have regard to the 'Framework Agreement on Official Feed and Food Controls by Local Authorities' ("the Framework Agreement") which sets out the standards agreed with the Food Standards Agency.
- 1.2 The Framework Agreement requires each food safety service to document and implement a Food Safety Service Plan in accordance with a specified standard. In addition a documented performance review of the plan is required to be carried out at least once a year. The Framework Agreement requires the Service Plan, together with the performance review to be submitted for member approval to ensure local transparency and accountability.
- 1.3 The Environmental Health Food Safety Service Delivery Plan 2022/23 is attached at **Appendix 1.**

2.0 LINKS TO COUNCIL PRIORITIES AND OUTCOMES

- 2.1 The work of the food safety service links to two of the council priorities, 'Support for businesses' and 'Our communities are safe, healthy and connected'.

Support for businesses and helping people into local jobs: The provision of regulatory advice and guidance provides a business with the confidence to grow. For example:

- Regulatory advice can result in a business saving money by avoiding gold plated compliance;
- By seeking advice from a regulator before opening or expanding, a business can avoid spending money in areas which fail to comply with the law;
- Regulatory advice provides a business with reassurance and peace of mind;
- Regulatory advice is free, avoiding a business the cost of appointing a private sector consultant;
- Regulatory advice from a local government officer is viewed by business as 'straight from the horse's mouth', and can be relied upon.

Our communities are safe, healthy and connected: The work of the service helps ensure our residents and visitors have safe and healthy places to work, eat and enjoy.

3.0 MAIN FOCUS OF THE 2022/23 PLAN

- 3.1 Introduction of sanitary and phytosanitary (SPS) measures (import checks to protect animal, plant or public health).

The team are planning for the introduction of checks on foodstuffs and other controlled goods entering Great Britain from the EU via East Midlands Airport. The start date for the checks has been delayed on four occasions with checks now scheduled to be introduced in 2023. The majority of the preparation will involve resource planning by anticipating the volume of trade and matching that service demand with adequate inspection resource from our Official Veterinary Surgeon and Environmental Health Officers.

The Government is planning to publish a target operating model in the Autumn of 2022 and introduce proportionate, risk-based border controls in 2023.

3.2 Covid Recovery

The Food Standards Agency Recovery Plan is expected to conclude on 31 March 2023. The team will be adequately resourced to enable the national targets to be met.

4.0 PERFORMANCE INDICATORS AND TARGETS 2022/23

- 4.1 The food industry is regulated by a range of legislation that aims to keep our food safe. Our work with food businesses is focussed on helping them comply with food safety legislation and offering support and advice. This is seen as a critical area of our work by central government and the Covid-19 Food Inspection Recovery Plan is a key priority for the next 12 months.

Performance Indicator	Target
Establishments rated risk category B to have received an onsite intervention	100% 30 June 2022
Establishments rated risk category C and less than broadly compliant to have received an onsite intervention	100% 30 September 2022
Establishments rated risk category D and less than broadly compliant to have received an onsite intervention	100% 31 December 2022
Establishments rated risk category C and broadly compliant to have received an onsite intervention	100% 31 March 2023

5.0 SUCCESSES AND ACHIEVEMENTS IN 2021/22

- 5.1 During 2021 the Environmental Health team have been heavily involved in the response to and recovery from Covid-19. During the period of covid restrictions many of the businesses scheduled for inspections were forced to close or adapt their business. The focus of resource at this time was given to monitoring the business closures and responding to concerns raised by members of the public. As restrictions began to ease the team experienced a high demand from business owners requesting guidance on how to open safely. The food safety team provided support to businesses by guiding them to make their premises covid-secure.
- 5.2 As restrictions lifted the Food Standards Agency (FSA) published its food hygiene inspection recovery plan, which was the main focus of the 2021 plan. The food team met and exceeded the targets set by the FSA. The Food Standards Agency set a target of risk assessing all businesses that commenced trading during the pandemic, inspecting 100% of high-risk unrated establishments and to inspect all existing food establishments rated risk category A. All of the targets were achieved.
- 5.3 The team are on track to achieve the next target of inspecting 100% establishments risk category B before 30 June 2022, with 92% inspected on 31 March 2022.
- 5.4 In addition to the above the team inspected 430 food establishments rated as category C, D and E, exceeding the expectations of the Food Standards Agency.

Policies and other considerations, as appropriate	
Council Priorities:	<p>Support for businesses and helping people into local jobs</p> <p>Our communities are safe, healthy and connected</p>
Policy Considerations:	Food Safety Service Delivery Plan
Safeguarding:	None
Equalities/Diversity:	None
Customer Impact:	NWL residents and visitors have safe and healthy places to work, eat and enjoy.
Economic and Social Impact:	<p>The provision of regulatory advice and guidance provides a business with the confidence to grow</p> <p>Consumer confidence that eateries are safe and hygienic</p>
Environment and Climate Change:	No impact
Consultation/Community Engagement:	None
Risks:	If the authority fails to discharge its duty imposed by the Food Safety Act 1990 the enforcement functions may be transferred to another authority. Adverse publicity, both locally and nationally may be received.
Officer Contact	<p>Paul Sanders Head of Community Services paul.sanders@nwleicestershire.gov.uk</p> <p>Lee Mansfield Environmental Health Team Manager Lee.mansfield@nwleicestershire.gov.uk</p>

**FOOD SAFETY
ENVIRONMENTAL HEALTH**

SERVICE PLAN 2022-23



As Required By the Food Standards Agency

FOOD SAFETY SERVICE PLAN 2022-2023

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FOOD SAFETY SERVICE PLAN 2022-2023

1. INTRODUCTION

This service plan has been produced in accordance with the Framework Agreement on Official Feed and Food Controls by Local Authorities.

This plan provides the basis on which the authority will be monitored and audited by the Food Standards Agency.

2. AIM AND OBJECTIVES OF SERVICE

2.1 Aim

To protect public health in North West Leicestershire and ensure that the food imported, prepared, stored, sold and consumed in the district is safe to eat, through enforcement and education.

2.2 Objectives

- To undertake quality programmed interventions of food establishments (in land and point of entry) in line with their risk rating and intervention policy.
- To undertake an alternative enforcement strategy in low risk premises.
- To investigate all reports of food poisoning in line with service standards and take appropriate action.
- To investigate all service requests in line with service standards and inform complainants of outcomes and the reason for the outcomes.
- To undertake a programme of food sampling to demonstrate the importance of good hygiene and to check food safety systems are working.
- To further develop Primary Authority partnerships
- To maintain an accurate database.
- To undertake a programme of education aimed at the public and businesses.
- To undertake surveillance, inspection and sampling of imported foods.

2.3 Strategic Aims

The work of the food safety team makes an important contribution to the Council's priorities 'Business and Jobs' and 'Homes and Communities'.

2.4 Performance Indicators

Target	Date
Inspect all due food establishments where the risk category is A or B	30 June 2022
Inspect all due food establishments where the risk category is C and not broadly compliant (rated 0,1,2)	30 September 2022
Inspect all due food establishments where the risk category is D and not broadly compliant (rated 0,1,2)	31 December 2022
Inspect all due food establishments where the risk category is C and broadly compliant (rated 3,4,5)	31 March 2023

2.5 **Service Standards**

All service users can expect and will receive an efficient and professional response.

Officers will identify themselves by name in all dealings with service users.

Officers will carry identification cards and authorisations at all time.

Service users will be informed of the name and telephone number of the officer who is responsible for their need.

All service requests will be responded to; however, anonymous requests may not be dealt with.

The following initial response times to service requests can be expected by service users:-

Immediate

Vermin in food premises.

Food poisoning outbreak.

Case of suspected food poisoning.

Mouldy food complaint.

Situations likely to result in an imminent risk to health.

Within 24 hours

Collection of a food complaint.

Inspection of imported food at East Midlands Airport

IUU – catch certificates

Within 3 days

Food Hygiene Rating Scheme – appeal application

Food Hygiene Rating Scheme – Re-score visit application

Food Hygiene Rating Scheme – Right to Reply request

Imported food enquiries – request for advice

All other food hygiene related complaints.

Within 5 days

Confirmed cases of all other food related illness or communicable disease.

Following a food hygiene intervention food business operators will receive a letter within 14 days. The letter will contain details of how to make representations to the Environmental Health Safety Team Leader or Environmental Health Team Manager.

All enforcement action will be taken in accordance with the Council's Enforcement Policy.

3. BACKGROUND

3.1 Profile of the Authority

North West Leicestershire District Council services an estimated population of 93,468 covering an area of 27,933 hectares. It is a predominately rural district with 2 main urban areas, Coalville and Ashby de la Zouch.

3.2 Organisational Structure

3.2.1 Democratic Structure

The Council is composed of 38 Councillors elected every four years. All Councillors meet together as the full Council. Meetings of the Council are normally open to the public. Councillors decide the Council's overall policies and set the budget each year. The Council will appoint a Leader and Cabinet, two Scrutiny Committees, regulatory bodies, an Audit and Governance Committee and other statutory, advisory and consultative bodies.

The Cabinet is responsible for most day-to-day decisions and comprises the Leader and his appointed Portfolio Holders. The Cabinet has to make decisions which are in line with the Council's budget and policy framework.

The Scrutiny Committees may make recommendations which advise the Cabinet and the Council on its policies, budget and service delivery as well as monitoring the decisions of the Cabinet.

3.2.2 Food Safety Team Structure

The Food Safety Team sits within the Environmental Health Safety Team which forms part of the Community Services Team. The team is managed by the Environmental Health Team Manager. In addition the following staff contribute to the food safety service:

Environmental Health Safety Team Leader
Environmental Health Officers (2 FTE)
Environmental Health Officer / Primary Authority Officer (Full-Time)
Food Safety Officer (Full-Time)
Food Safety Officer / Environmental Health Officer (Career Graded Full-Time)

In addition there is 1 Business Support Officer and 1 Business Support Assistant who support the work of the Food Safety Team.

The team submits any samples for microbiological analysis to the Public Health Laboratory Colindale, London and all other samples for analysis to the County Public Analyst (Wolverhampton Scientific Services and ALS).

Eville & Jones Ltd provide the Official Veterinary Surgeon at the border control post at East Midlands Airport.

3.3 Description and Scope of Service

Proactive	Reactive
Programmed inspections Programmed surveillance visits Food sampling (including imported foods) Water sampling Primary Authority Partnerships Flight manifest checks (imported food) Advice / Coaching	Food hygiene complaints Food complaints Food poisoning investigations/outbreaks Food alerts / Incidents Advice / Coaching Food Import enquiries Catch certificates Export certificates New Business enquiries / Business Support Inspections of products of animal origin and high risk foods of non animal origin at the border control post/designated point of entry

3.4 Demands on the Service

The customer hours of opening are 8.45 – 5.00 Monday, Tuesday, Wednesday, Friday and 9.30am – 5.00 Thursday. Officers from the food team work outside normal office hours as the need arises. The council operates a hybrid working model with staff often working outside of the customer opening times detailed above, with staff working from both the council offices and from home. The hybrid working model does not have a negative impact on service delivery.

The border inspection post situated at East Midlands Airport is manned on a reactive basis, as and when the service is required. The OVS is programmed to be sited at the control post 3 days a week.

- 3.4.1 There are 1014 food establishments known to the team in the district. These comprise of:

52	Manufacturers (1 unrated)
39	Distribution / Importer / Exporter
165	Retailers (5 unrated)
758	Caterers (44 unrated)

Of these there are 3 meat products and 1 dairy product manufacturers which have been approved as required by EC Regulation 853/2004.

- 3.4.2 East Midlands Airport is within the district. The border control post at East Midlands Airport (EMA) is managed by the Environmental Health Team.
- 3.4.3 All food establishments are categorised according to their intervention frequency in accordance with the Statutory Food Law Code of Practice.

At 1 April 2022 the profile of premises within the district was:

Category	Number	Intervention Frequency
A (high risk)	2	At least every 6 months
B (high risk)	18	At least every 12 months
C (medium risk)	120	At least every 18 months
D (medium risk)	382	At least every 2 years
E (low risk)	442	A programme of alternative enforcement strategies at least every 3 years
Unrated	50	
Total registered food establishments	1014	

Note: Category E premises must be subject to an alternative enforcement strategy or intervention, at least once during any three year period.

All transit sheds and importers not currently importing foodstuff will be contacted every 3 months.

The number of businesses owned by ethnic minorities whose first language is not English has no significant impact on the service.

3.5 Enforcement Policy

Officers within the Food Team take into account the principles of good enforcement set out in the Regulators' Code. The Council's general enforcement policy and specific food control enforcement policy incorporates the content of the Regulators' Code.

4. SERVICE DELIVERY 2022/2023

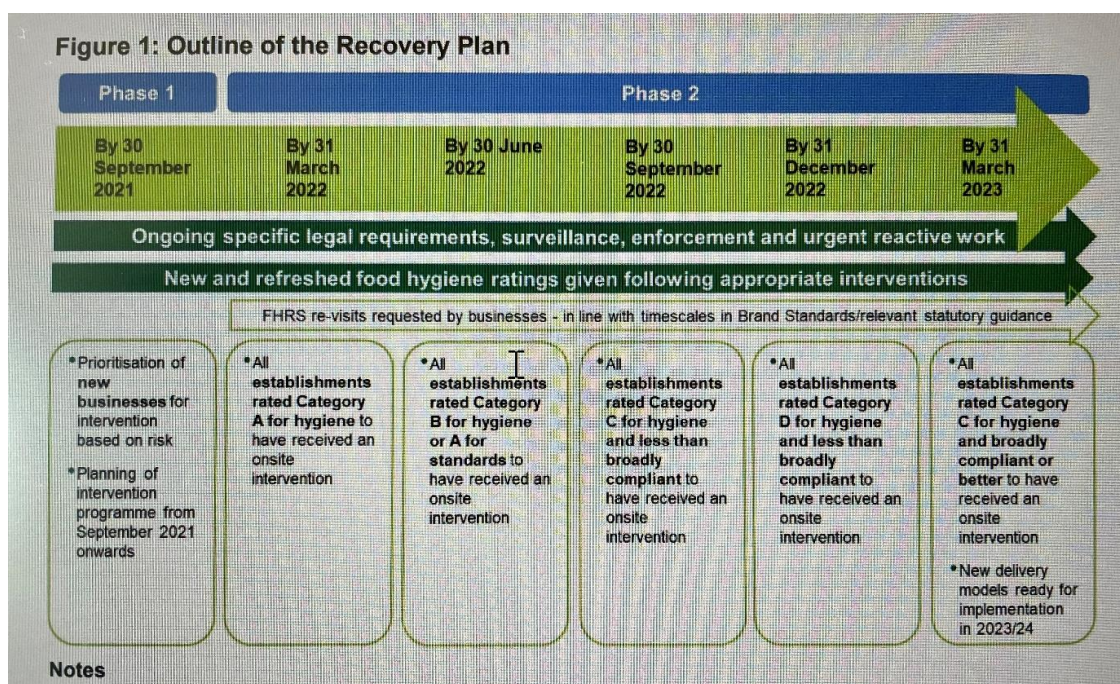
4.1 Service Delivery/Covid Recovery Plan from 1 October 2021 to 31 March 2023

The FSA have devised a Recovery Plan which commenced on 1 July 2021 and will run until 2023/24. This Plan aims to ensure that resources are targeted where they add greatest value in providing safeguards for public health and consumer protection in relation to food. It also aims to safeguard the credibility of the Food Hygiene Rating Scheme.

The Recovery Plan provides a framework for re-starting the delivery system in line with the Food Law Codes of Practice for new food establishments and for high-risk and/or non-compliant establishments while providing flexibility for lower risk establishments.

This should be implemented alongside delivery of:

- official controls where the nature and frequency are prescribed in specific legislation and official controls recommended by FSA guidance that support trade and enable export
- reactive work including enforcement in the case of non-compliance, managing food incidents and food hazards, and investigating and managing complaints
- sampling, and
- ongoing proactive surveillance.



4.1.1 Programmed Food Hygiene Inspections

The following table displays the food premises risk category and the number of premises due, as of 1 April 2022, that are required to be inspected by 31 March 2023. This number also includes the backlog of premises that require an inspection due to the impact on our service by the pandemic (1 January 2020 to 31 March 2023).

Food Establishment Risk Category / Frequency	Number of Establishments due an on-site visit before 31 March 2023
New businesses / unrated	50
Risk Category A / every 6 months	2
Risk Category B / every 12 months	18
Risk Category C – not broadly compliant (hygiene ratings 0,1,2)	5
Risk Category C – broadly compliant (hygiene ratings 3,4,5)	59
Risk Category D - not broadly compliant (hygiene ratings 0,1,2)	3
Risk Category D - broadly compliant (hygiene ratings 3,4,5)	181 (Over and above minimum requirements set by recovery plan)
Total	318

4.1.2 Better Business for All - Earned Recognition Scheme

The service will follow an earned recognition scheme when targeting resource to food hygiene controls large public gatherings such as the Download Music Festival. Those mobile food vendors that have a Food Hygiene Risk Rating score of 3 or above on the national food hygiene rating scheme will not receive an intervention unless the registering authority requests that an intervention is made. The objective of this approach is to reduce unnecessary regulatory burden on compliant businesses.

4.1.3 Inspection of aircraft

Aircraft are included within the definition of premises. The Food Law Code of Practice states that primary consideration should be given to the origin of the food on board, including water and other drinks, and the transport to, and loading of, the aircraft. An audit of the sampling programme for the water on board aircraft will be undertaken.

4.1.4 Specialised Processes

The manufacture of meat and dairy products, in-flight catering, the inspection of third country imports of products of animal origin, the production of carbonated drinks and the production of crisps and snacks are all specialist areas of work undertaken within North West Leicestershire. The current post holders within the Food Safety Team hold adequate expertise within these specialist areas of work. When devising the departmental training needs, maintaining adequate knowledge in these areas of work is a priority.

Donington Park is situated within North West Leicestershire. A number of international sporting and musical events are held at the park. Officer time will be spent assisting with the planning of large events such as the Download music festival. This work will include the partial inspection of a proportion of food establishments trading at these events. Where water provision involves a temporary installation, work to ensure water safety will be undertaken.

A street trading consent scheme operates within North West Leicestershire. All mobile food establishments and static units trading within the District hold a 'consent' under the scheme.

4.2 Food Complaints

Council Policy: **“that all food complaints received are investigated in accordance with the Statutory Food Law Code of Practice and internal procedure note PN7.0: Food Complaints.”**

Based on previous years figures it is estimated that the team will receive in the range of 20 food complaints.

4.2.1 Food Hygiene Service Requests

Council Policy: **“that the Food Safety Team undertake unprogrammed visits as a result of a complaint about the standards of hygiene at a food establishment, a new establishment opening, new management taking over or due to a request by another agency”** e.g. Defra, Ofsted.

This will include most service requests received by the food team regarding standards of hygiene e.g. including complaints about:-

- cleanliness in premises
- drainage defects
- pest problems
- service requests for inspections by other statutory bodies, e.g. Ofsted, Animal Health
- service requests for guidance from new owners of food establishments

These interventions do not form part of the programmed interventions.

Based on previous years figures it is estimated that the number of service requests received relating to standards of hygiene will be approximately 30.

4.3 **Primary Authority**

Council Policy: **“to have regard to the Primary Authority Scheme”**.

Council Policy: **“to have regard to the information (national inspection plans and approved assured advice) provided on the Primary Authority website before undertaking an intervention at an establishment with a Primary Authority.”**

The Council has a Primary Authority partnership with HMS Host Uk Limited.

Based on previous years figures it is estimated that the team will receive in the range of 5 - 10 originating authority complaints from other local authorities.

4.4 **Support and Advice to Business (including import enquiries)**

Council Policy: **“to provide advice to both established and new food establishments”**.

The Leicester and Leicestershire Regulatory Services Partnership and Better Business for All (BBfA) Steering Group was established in 2011. The overriding objective of the Partnership and the BBfA programme is to improve engagement with local businesses and provide them with advice and guidance to assist in reducing the burden of regulation on business.

In 2022/23 the following food safety support is available to businesses:

Inspection – An officer will provide advice to every business during a routine food hygiene inspection.

Food safety advice is available on the Council's website. Advice is also available on the food standards agency website.

Any business requesting advice and guidance in other areas of regulation or non regulatory support will be signposted to the LLEP Business Gateway advice line or website.

4.5 **Sampling Programme**

4.5.1 **Food Sampling**

Council Policy: **“to take part in National and Local Food Sampling Programme.”**
The food items which form part of this programme are selected by the Leicester and Leicestershire Food Best Practice Group based on known or potential problem areas. All samples are taken in accordance with the Statutory Food Law Code of Practice. The programme is detailed at Appendix 1.

In addition to the sampling programme food samples may be submitted for examination as part of a programmed intervention, complaint, infectious disease investigation or imported food surveillance.

Using sampling as an Official Control intervention is highlighted in the Statutory Food Law Code of Practice. Some samples may be sent to the Public Analyst for analysis. The authority is charged for this service.

The number of samples that can be submitted for examination free of charge is allocated by the Public Health Laboratory Service (PHLS).

4.5.2 Water Sampling (Commercial Premises & Aircraft)

Council Policy: **“that routine sampling of mains water is not undertaken.”**

However, sampling of mains water may take place as a result of a complaint or concern.

Council Policy: “to audit the sampling and monitoring programme in place to ensure the quality of water on-board aircraft at East Midlands Airport.

4.5.3 Private Water Supplies

The district has the following private water supplies and distribution systems in its area:

	Large	Small	Single domestic
Private Water Supplies	3	1	11
Distribution Systems	2		

The Authority has a statutory duty to risk assess private water supplies within its district, excluding those to single dwellings or on request from the supply owner. It will then conduct a sampling program based upon the risk assessment.

Sampling Programme 2022/23

The 3 large supplies will be sampled twice during the year

1 small supply will be sampled every 5 years. The small supply will not be sampled during 2022/23

Single domestic supplies will not routinely be sampled but sampling can be carried out on request

Private Distribution Systems will be sampled based on the outcome of the risk assessment

4.6 Infectious Disease Control

Council Policy: **“to investigate all food borne diseases.”**

The team receives notifications from Public Health England relating to residents/visitors within the district suffering from a notifiable infectious disease. The team may also receive informal notifications of suspected food poisoning from members of the public. Non food related infectious diseases are investigated based on advice from the Consultant for Communicable Disease Control (CCDC).

Based on previous year's figures it is estimated that the team will receive in the range of 110-120 formal or informal notifications of food related infectious diseases.

4.7 National Food Safety Incidents

Council Policy: **“to deal with food alerts in accordance with the Statutory Food Law Code of Practice.**

The Food Standards Agency issues a ‘Product Withdrawal Information Notice’ or a ‘Product Recall Information Notice’ to let local authorities and consumers know about problems associated with food. In some cases, a ‘Food Alert for Action’ is issued. This provides local authorities with details of specific action to be taken.

The team receives food alerts via EHC net messaging system and the FSA Enforcement mailbox. Food Alerts: Alerts ‘For Action’ are referred for the urgent attention of the Environmental Health Team Manager or Environmental Health Safety Team Leader.

Based on previous year’s figures the section is likely to receive less than 10 alerts for action.

4.8 Food Export Health Certificates

Health certificates are issued to food businesses who wish to export foodstuff outside the EU. They are provided to help local exporters meet the food safety requirements. The team check that the business is registered with us and that we are satisfied with the food hygiene standards before issuing the certificate.

Based on previous year’s figures the team is likely to issue approximately 100 export certificates.

4.9 Imported Foods at Point of entry (East Midlands Airport)

4.9.1 Border Control Post (BCP) – Products of animal origin

The service manages and operates the border control post at East Midlands Airport (EMA). The BCP is subject to audits and verification visits by Animal and Plant Health Agency (APHA), an Agency of Defra.

The officers of the food safety team are responsible for inspecting all fishery products from the rest of the world entering GB via the border control post. The OVS inspects all other products of animal origin entering GB via the border control post. The officers of the food safety team are responsible for checking all ‘high risk’ foods not of animal origin from the rest of the world entering GB via the border control post.

The Government are due to publish a target operating model in Autumn 2022, detailing the border operating model for implementation in 2023.

4.9.2 Catch certificates (Fish and Fishery Products)

On 1st January 2010 an EU regulation came into force to combat illegal, unreported and unregulated fisheries. The regulation requires a catch certificate for all imports and landings of fish and fish products into the EU by third countries. The service issue catch certificates for fish and fishery products entering the EU via East Midlands Airport.

Based on previous year’s figures the team is likely to issue approximately 250 catch (exemption) certificates.

4.9.3 **Border Control Post (BCP) – High risk foods not of animal origin**

In 2014 the Food Standards Agency granted a DPE/DPI status to East Midlands airport for all ambient stable products listed within Commission Regulation (EU) No 996/2012, No 91/2013 and No 1152/2009. Officers of the food safety team will respond to all foodstuffs pre-notified.

Based on previous year's figures the team is likely to process less than 10 consignments.

4.9.4 **Surveillance**

A risk based programme of surveillance will be carried out. This will involve officers carrying out checks of flight manifests and visits to transit sheds. Sampling of foodstuffs found may be undertaken.

Each of the importers / ETSF and transit shed operators that do not currently handle foodstuffs will be contacted every 3 months.

Due to the flight schedule the monitoring of 'live' manifests has to be undertaken outside normal office hours. In addition some manifests checked will not be 'live'. They will be viewed after the freight has left the airport. The checking of such manifests provides a useful auditing tool.

4.9.5 **Sampling**

A sampling programme will be carried out, being informed by the national monitoring plan and local intelligence and information.

4.9.6 **Liaison/Management of Port Health**

In 2008 a multi-agency East Midlands Airport Port Health Group was established. Membership of this group includes UK Health Security Agency (UKHSA), North West Leicestershire DC, East Midlands Airport and UK Border Force.

Council Policy: **"To contribute to the delivery of the multi-agency Port Health Group at East Midlands Airport."**

A representative from the Environmental Health will attend meetings of this group.

Regular communication with Border Force is in place.

4.10 **Other non-official control interventions**

Council Policy: **"to raise the awareness of the public to the potential causes of food poisoning."** Throughout the year articles will be published in the local press and on the Council web pages regarding food safety matters.

Once again we will be communicating the key messages as suggested by the Food Standards Agency during national food safety week.

To raise the awareness of the importance of hand washing in preventing the spread of disease such as covid-19 the hand washing machine with ultra violet light will be offered to workplaces, schools and child nurseries around the district.

4.11 Food Hygiene Rating Scheme

North West Leicestershire District Council operates the national Food Hygiene Rating Scheme (FHRS). The scheme provides consumers with information regarding the hygiene standards identified in food establishments at the time of the last intervention.

The data is managed by the Environmental Health Safety Team Leader on an ongoing basis and a data upload carried out a minimum of every 13 days.

The profile of the scheme will be maintained through the issue of press releases and social media messages with compliance standards at businesses being recognised by issuing certificates/stickers.

4.12 Licensing/Consents

The team is consulted prior to the issue of premises licences (new and variations) under the Licensing Act 2003. All take-away premises and food mobiles trading between 11.00 p.m. and 5.00 a.m. require licensing under the Act. The Safety Team will respond to any new applications and variation applications received and make representations if there are public safety or public nuisance concerns.

Officer time will be spent assisting with the planning of large events such as the Download Music Festival, Outbreak Festival and the World Superbikes motor racing event.

The team is consulted prior to the issue of new consents and existing non compliant traders under the Street Trading Scheme. All mobile food establishments and static units trading within the District hold a 'consent' under the scheme.

4.13 Liaison with Other Organisations and Internal Communication

A member of the Environmental Health Service is represented on the following groups/meetings:

External/Multi-agency Groups:

- Leicestershire and Rutland CIEH Food Best Practice Group
- Association of Port Health Authorities Liaison Groups (Small Ports Group)
- East Midlands Airport multi-agency Port Health Group
- Leicestershire CIEH Environmental Health Managers Group
- UK Health Security Agency Liaison Group
- Idox Uniform User Group
- NWL Safety Advisory Group
- Better Business for All Partnership
- UK Border Force liaison meetings
- NWL Community Safety / Public Protection Group

Internal Groups:

- Safety Team Meeting
- Monthly 121's/Performance meetings
- NWLDC Idox user group

5. RESOURCES

5.1 Financial Allocation

The budget for the provision of the food safety service is £349,201. The general expenses incurred by the service such as training, salaries and administrative costs are budgeted for as part of the budget for Environmental Health.

5.2 Staffing Allocation

It is the Council's policy to authorise officers appropriately in accordance with their qualifications and experience having regard to the Statutory Food Law Code of Practice. All officers have been authorised in accordance with the internal procedure PN 5.0: Authorisation of Officers.

The nominated lead officer for food safety is the Environmental Health Safety Team Leader.

5.2.1 The details of the staffing levels in the section are as follows:

Environmental Health Team Manager – The post holder is an Environmental Health Officer with responsibility for the food hygiene, health and safety, port health, pest control, animal welfare, licensing and community safety functions of the council. The post holder is authorised under the Food Safety and Hygiene (England) Regulations 2013. Food related work = 0.4 FTE (Non operational)

Environmental Health Team Leader – The post holder supervises the operational work of the Team, and undertakes food safety work. The post holder is fully authorised under the Food Safety and Hygiene (England) Regulations 2013. Food related work = 0.7 FTE (Imported foods= 0.05FTE)

Environmental Health Officer – The post holder undertakes food safety work and also carries out duties under the Health and Safety at Work etc. Act 1974. The post holder is fully authorised under the Food Safety and Hygiene (England) Regulations 2013. Food related work = 0.7 FTE (Imported foods= 0.05FTE)

Environmental Health Officer – The post holder undertakes food safety work and also carries out duties under the Health and Safety at Work etc. Act 1974. The postholder's food safety enforcement powers are restricted by authorisation to non official controls only. Food related work = 0.7 FTE (Imported foods= 0.05FTE)

Environmental Health Officer – The post holder undertakes food safety work and also carries out duties under the Health and Safety at Work etc. Act 1974. The post holder is authorised under the Food Safety and Hygiene (England) Regulations 2013 to carry out official controls. Food related work = 0.3 FTE (Imported foods= 0.05FTE)

Environmental Health Officer (Part time – 18.125 hours) – The post holder undertakes food safety work and also carries out duties under the Health and Safety at Work etc. Act 1974. The post holder is authorised under the Food Safety and Hygiene (England) Regulations 2013 to carry out official controls. Food related work = 0.3 FTE (Imported foods= 0.05FTE)

Primary Authority Officer (Part time – 18.125 hours) The post is currently vacant with the work being carried out by an inspector employed on a temporary basis through an agency. The post holder undertakes the Primary Authority role, working with HMS Host UK Limited

Food Safety Officer – The post holder undertakes food safety work and also carries out limited duties supporting an appointed inspector under the Health and Safety at Work etc. Act 1974. The postholder is authorised to carry out official controls with restricted enforcement powers. Food related work = 0.9 FTE (Imported foods= 0.05FTE)

There is 1 Business Support Officer and 1 Business Support Assistant providing support to the food safety section. Food related work = 0.1 FTE and 0.1 FTE

5.3 **Staff Development/Training**

The Environmental Health Team has embraced the principles of the Best Employee Experience (B.E.E). The individual Performance and Development Reflection meetings are a key element of North West Leicestershire District Council's aim to support its employees by providing them with the development and learning required. Additional training requirements will be identified during the reflection meetings and regular one to one meetings and will form a training plan for the team. Officers from the team will be given training which will take into account any changes in legislation or guidance as and when required.

NOTE: Each Food Officer is required by the Statutory Food Law Code of Practice to do a minimum of 10 hours core training.

6. **QUALITY ASSESSMENT / INTERNAL MONITORING**

- 6.1 A performance management system is in place within the Environmental Health Team in order to assess the quality of the service provided and the performance against agreed standards and how this information is communicated.

The system involves:

- The Environmental Health Team Manager (EHTM) and Environmental Health Team Leader (EHTL) monitoring the team performance against the SDP on a monthly basis.
- 1 Accompanied inspection and 1 Reality check will be carried out for each Authorised Officer each year by the Environmental Health Team Leader.
- Additional detailed checks to assess the adequacy of the post inspection paperwork will be carried out by the EHTL on a monthly basis and the check will be on a minimum of two inspections each month.
- Every year the EHTM will check 1 inspection carried out by the EHTL.
- All statutory notices will be checked by the EHTL or in their absence the EHTM before service.
- The EHTL will check the notice log on a monthly basis to ensure all outstanding notices have been checked off.
- Monitoring of service requests will be carried out by EHTL. A minimum of 1 service request will be checked every month.

- The EHTM will receive all completed customer satisfaction forms and will reply to any questionnaires requesting a response. Any adverse comments will be reacted to appropriately.
- The EHTM will receive a review of the questionnaires each quarter.
- The EHTL will check the sampling log every quarter to ensure its completeness and accuracy and to ensure that appropriate follow action has been taken.

When undertaking the above checks will be made to ensure the Code of Practice and internal procedures are being complied with.

Internal procedures have been and will continue to be developed in consultation with the Leicester & Leicestershire Food Best Practice Group to ensure consistency across the County.

7. COMMUNICATION

7.1 Communication within the Team

- 7.1.1 Every month the EHTM meets with the Head of Community Services.
- 7.1.2 Every month the EHTM meets with the EHTL to discuss any issues and the previous month's performance. In addition on-going issues are discussed as and when they arise.
- 7.1.3 Each month the EHTL meets with the officers individually to discuss performance and development.
- 7.1.4 Each month officers are given a summary of their previous month's performance and development.
- 7.1.5 At least every quarter there is a team meeting where specific issues are discussed with the Food Team.

8. REVIEW 2021/2022

8.1 Review against the Service Plan

Resource from the food safety team was diverted to support the response and recovery to the Covid-19 pandemic.

Legal restrictions imposed to control the spread of Covid-19 resulted in some food businesses not being able to trade for a period of the year.

During 2021 the Food Standards Agency permitted local authorities to operate outside of the requirements of the Food Law Code of Practice. The Food Standards Agency published a food recovery plan setting out its expectations for the period up to 31 March 2022.

The following work activity was prioritised in accordance with the recovery plan:

- Official controls at the border (East Midlands airport)
- Response to complaints / concerns likely to result in an imminent risk to health
- Ongoing enforcement activity

- Registration and provision of advice to new businesses
- Interventions at approved establishments / approval of establishments

8.1.1 Programmed Inspections (Inland)

A focus was placed on providing advice to and visiting businesses that started up during the period of the Covid-19 pandemic. By 30 September 2021 all food businesses that commenced trading during the pandemic had been inspected.

A food inspection recovery programme was devised in the autumn with inspections commencing prioritising the inspection of the highest risk establishments.

As required by the recovery programme 100% of establishments within risk category A, due an inspection had received an on-site inspection by 31 March 2022.

Where capacity allowed on-site inspections were carried out a establishments rated B, C, D and E.

Inspections carried out by risk category

Risk Category	Target set by Food Standards Agency	Actual Performance (inspections carried out)
A	100%	100% (2)
B	100% by 30 June 2022	92% on 31 March - 23 (exceeded expectations)
C	No target set	95 (exceeded expectations)
D	No target set	207 (exceed expectations)
E	No target set	128 (exceeded expectations)
Unrated (new)	100% high risk	100% - 114 inspections
Totals		569 inspections

8.1.3 Food Hygiene Service Requests

	2018/19	2019/20	2020/21	2021/22
Food Hygiene Service Requests including drainage	61	73	37	50
Regarding problems with pests and rubbish	4	4	3	3
Total	65	77	40	53

8.1.4 Food Complaints

	2017/18	2018/19	2019/20	2020/21	2021/22
Foreign bodies in food	2	13	8	13	14
Mouldy foods	3	2	0	4	3
Chemical issues	0	1	1	5	0
Labelling of food	0	2	2	0	1
Allergy related	NA	NA	4	0	5
Total	5	18	15	22	23

8.1.5 Advice to Businesses

The Safety Team and Customer Contact Centre gave advice over the telephone to customers. Detailed figures for this work are not recorded.

	2017/18	2018/19	2019/20	2020/21	2021/22
Requests for food safety advice	19	45	49	136	117

8.1.6 Sampling

	2016/17	2017/18	2018/19	2019/20	2020/21	2021/22
Food Samples - Total	43	1	10	17	0	0
Food Samples - unsatisfactory (number)	17	0	1	3	0	0
Environmental Samples - Total	8	34	9	5	0	0
Environmental Samples - unsatisfactory (number)	4	10	7	3	0	0
Private Water Supply Samples - Total	21	17	25	7	8	8
Private Water Supply Samples - % unsatisfactory	28% (6)	35% (6)	60% (15)	43% (3)	25% (2)	0% (0)
Large Public Event Samples - Total	42	0	13	27	0	15
Large Public Event - % unsatisfactory	2% (1)	0	0	0	0% (0)	13% (2)

8.1.7 Infectious Disease

	2018/19	2019/20	2020/21	2021/22
Reported suspected food poisoning cases	37	49	18	32
Infectious Disease notifications	69	NA	14	26
Most common disease and number	Campylobacter - 36	NA	Giardia - 6	Crypto – 10

8.1.8 Responding to National & Serious Localised Food Safety Incidents

If there is a problem with a food product that means it should not be sold, then it might be 'recalled' (when the product is taken off the shelves or customers are asked to return the product). If the problem presents a serious risk to public health the Food Standards Agency issues a 'Food Alert For Action' requiring all local authorities to take direct action. The Environmental Health – Food Safety Team responds to all alerts for action.

8.1.9 Border Control Post (POAO)

Year	Catch (exemption)	Total consign-	Fish (EHO)	Other products	Total Rejected	% Rejected
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	Certificates Issued	ments CHED		(OVS)		
2005/06	N/A	86	28	58	18	21
2006/07	N/A	149	76	73	21	14
2007/08	N/A	129	41	88	53	41
2008/09	N/A	172	31	141	107	62
2009/10	N/A	161	20	141	83	52
2010/11	255	154	13	141	62	40
2011/12	246	84	15	69	33	39
2012/13	251	67	6	61	22	33
2013/14	258	68	8	60	9	13
2014/15	256	71	16	55	6	9
2015/16	249	52	8	44	6	11
2016/17	254	52	1	51	7	13
2017/18	255	68	11	57	28	41
2018/19	251	33	3	30	12	40
2019/20	242	41	5	36	27	66
2020/21	245	39	12	27	16	41
2021/22	203	98	29	69	63	64

8.1.10 Imported High Risk Foods of Non- Animal Origin

In 2014 the Food Standards Agency granted DPE/DPI status to East Midlands for a for all ambient stable products listed within Commission Regulation (EU) No 996/2012, No 91/2013 and No 1152/2009.

	Number of consignments presented	Product description	Number cleared
2016/17	3	Pistachio nuts	3
2017/18	23	Tea – China (21), dried grapes – Turkey (2)	23
2018/19	7	Tea - China	7
2019/20	1	Tea – China	1
2020/21	11	Beans – kenya (10) Tea – China (1)	11
2021/22	14	Figs – Turkey (3) Tea – China (5) Hazelnuts Turkey (2) Peanuts – USA (2) Goji berries – Hong Kong (1)	5

8.1.11 Surveillance of flight manifests

A risk based programme of surveillance was carried out in 2021/22 to identify any foodstuffs subject to import controls.

8.1.12 Food Export Health Certificates

	Number of export certificates issued	Number of customers
2016/17	98	1
2017/18	210	4

2018/19	122	5
2019/20	37	4
2020/21	20	4
2021/22	51	2

8.1.13 Liaison with Other Organisations

During 2021/22 the following liaison took place:-

Leicestershire & Rutland CIEH Food Best Practice Group / Technical Sub-Committee: Quarterly meetings. The Environmental Health Team Leader attended the quarterly meetings

East Midlands Airport Multi-agency Port health Meeting: This group did not meet.

Leicestershire CIEH Environmental Health Managers Group: The Environmental Health Team Manager attended the quarterly meetings.

Leicestershire Better Business for All Steering Group / Partnership: The Environmental Health Team Manager attended the quarterly meetings.

UK Health Security Agency Group: The Environmental Health Team Leader attended all of the scheduled meetings.

East Midlands Airport – Port Health Authorities Capability Delivery Forum – The Environmental Health Team Manager attended the meetings.

8.1.15 Education & Awareness Initiatives (Other Non-Official Controls Interventions)

National Food Hygiene Rating Scheme

The food hygiene rating scheme was promoted using press releases and social media (Twitter).

8.2 Staffing Allocation

A full-time EHO post was vacant for a proportion of the year. Temporary resource was appointed through a recruitment agency.

8.3 Food Hygiene training Undertaken by Staff

Food safety update
FSA consistency exercise
Food detention and seizure
Border Control Post / Port Health procedures
Imported Food Controls
Private Water Supplies
IUU Regulations
Vacuum Packing and Sous Vide – Module 1,2,3

8.4 Enforcement Actions Taken

Hygiene Improvement Notices were served	0
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Prohibition related notices	0
Seizure of food notices	0
Detention / Remedial Action Notices	0
Enforcement Notices (Regulation 20) under The Trade and Related Animal Product Regulations – Fail Veterinary checks at BIP	63
Enforcement Notices (Regulation 32(6)) under The Trade and Related Animal Product Regulations – Introduced in breach of regulations	0
Regulation 32 Notices under Official Feed and Food Controls (England) Regulations	0
Cautions for offences under food hygiene legislation	0
Conviction for offences under food hygiene legislation	0
Prohibition of Person from managing a food business	0

8.5 Performance Outcomes

The food team met and exceeded the targets set by the Food Standards Agency within their Covid-19 Recovery Plan.

The Food Standards Agency set a target of risk assessing all businesses that commenced trading during the pandemic, inspecting 100% of high risk unrated establishments and to inspect all existing food establishments rated risk category A. All of the the targets were achieved.

The team are on track to achieve the target of inspecting 100% establishments risk category B before 30 June 2022, with 92% inspected on 31 March 2022.

In addition to the above the team inspected 430 food establishments rated as category C, D and E, exceeding the expectations of the Food Standards Agency.

8.6 Issues for 2022/23

- To complete the Food Standards Agency Covid Recovery Plan
- To effectively prepare for introduction of sanitary and phytosanitary (SPS) checks on agri-food goods entering GB from the EU
- To further develop the Primary Authority role with HMS Host

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – TUESDAY 7 JUNE 2022



Title of Report	FORMER TENANT RENT ARREARS, CURRENT TENANT RENT ARREARS, COUNCIL TAX, NON DOMESTIC RATES AND SUNDRY DEBTOR WRITE OFFS FOR APPROVAL IN FINANCIAL YEAR 2022/23	
Presented by	Councillor Nick Rushton Corporate Portfolio Holder	
Background Papers	All information used in compiling the report contain exempt information under paragraph 3 of Part 1 to Schedule 12A Local Government Act 1972	Public Report: Yes
		Key Decision: Yes
Financial Implications	There is no additional financial effect as all the debts are met from the Authority's bad debt provision for previous years arrears or from in year income if the debts relate to the current financial year	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	None identified	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	None identified	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	1. To approve write offs over £10,000	
Reason for Decision	To comply with proper accounting practices.	
Recommendations	THAT CABINET APPROVES THE NON-DOMESTIC RATES WRITE OFFS THAT ARE OVER £10,000	

1.0 WRITE OFFS

- 1.1 The purpose of this report is to seek approval to write off debts over £10,000
- 1.2 This report contains details of debts written off to date under delegated powers (under £10,000). Final details of overall write offs will be circulated annually.
- 1.3 Writing off debts is only considered where appropriate recovery and enforcement options have been taken, or, where the council are legally prohibited from pursuing the debt. These include:

- Bankruptcy or a Debt Relief Order is in place;
- Deceased – No assets within the estate;
- Debtor Absconded / No Trace;
- Company in liquidation/dissolved or ceased trading with no assets;
- Severe hardship and/or serious health issues; or Statute barred i.e. we cannot legally pursue the debt as there has been six years since the debt fell due and no action has been taken to collect the debt;
- Uneconomical to collect i.e. it is not financially viable to take further action for example due to the low level of the debt or they have gone abroad.

2.0 NON DOMESTIC RATES (NNDR)

- 2.1 There are 5 Non Domestic Rate debts over £10,000 for which Cabinet approval is sought amounting to £60,216.51. Further information is provided on Appendix 1

Company	Financial Year	Status on Account	Amount to be Written Off
Sole Trader	2017/18- £1,781.50	Uneconomical to Collect	£1,781.50
Sole Trader	2017/18- £2,884.51	Uneconomical to Collect	£2,884.51
Sole Trader	Pre2016/17- £7,027.44 2016/17- £3,226.67	Uneconomical to Collect	£10,254.11
Sole Trader	Pre2016/17- £2,341.12 2016/17- £8,918.26 2017/18- £8,035.00 2018/19- £8,304.50 2019/20- £6,371.67	Uneconomical to pursue	£33,970.55
Sole Trader	2019/20- £ 649.97 2020/21- £7,110.75 2021/22- £3,565.12	Uneconomical to pursue	£11,325.84
TOTAL			£60,216.51

- 2.2 For Business Rates, writing off debt is only ever considered as a last resort. In the above instances when companies, sole traders or partnerships become insolvent the Council is prohibited from taking any further action as all of their outstanding debts are included within the Administration, Liquidation or personal bankruptcy.

- 2.3 There are no write offs for consideration for any other fund that have a value of over £10,000.00

Policies and other considerations, as appropriate	
Council Priorities:	Value for Money
Policy Considerations:	Not applicable.
Safeguarding:	Not applicable.
Equalities/Diversity:	Not applicable.
Customer Impact:	Not applicable.
Economic and Social Impact:	Not applicable.
Environment and Climate Change:	Not applicable.
Consultation/Community Engagement:	Not applicable.
Risks:	Regular reviews of debts for write off mitigates the risk that the Council's accounts do not reflect the true level of recoverable income. It is also part of an effective arrears management strategy..
Officer Contact	Andy Gould Exchequer Services Team Leader andy.gould@nwleicestershire.gov.uk

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Company	Status on Account	Additional Detail	Amount to be Written Off
Sole Trader 1a	Uneconomical to Collect	See Full detail in 1c	£1,781.50
Sole Trader 1b	Uneconomical to Collect	See Full detail in 1c	£2,884.51
Sole Trader 1c	Uneconomical to Collect	The trader has managed a number of public houses in the area. Liability Orders have been obtained and Enforcement Agents instructed. All cases now returned as either no legal access or insufficient assets. All NDR accounts are now closed. Insolvency would cost more money with little return.	£10,254.11
Sole Trader 2	Uneconomical to pursue	This is an additional amount to debts that had previously been agreed at the Cabinet in March. This is due to information being provided showing that the initial liability period was longer than initially stated.	£33,970.55
Sole Trader 3	Uneconomical to pursue	Liability Orders obtained and Enforcement Agents instructed . Case has been returned as no contact could be made, nor gain access to the forwarding address. Not registered for Council Tax at the forwarding address although he has registered a new business from there. Given age of debt, there is little to be gained in pursuing bankruptcy so recommendation is that the debt be written off.	£11,325.84
TOTAL			£60,216.51

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – TUESDAY, 7 JUNE 2022



Title of Report	MINUTES OF THE COALVILLE SPECIAL EXPENSES WORKING PARTY	
Presented by	Councillor Andrew Woodman Community Services Portfolio Holder	
Background Papers	<u>Agenda and minutes of the Coalville Special Expenses Working Party on 27 April 2022</u>	Public Report: Yes
		Key Decision: Yes
Financial Implications	As set out in the reports to the CSEWP on 27 April 2022	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	Legal advice was provided during the drafting of all reports to the CSEWP on 27 April 2022	
	Signed off by the Deputy Monitoring Officer: Yes	
Staffing and Corporate Implications	There are no staffing or corporate implications arising from the report.	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	To share the minutes of the Coalville Special Expenses Working Party from 27 April 2022.	
Reason for Decision	So that the decisions of the Coalville Special Expenses Working Party can be considered.	
Recommendations	THAT CABINET NOTES THE MINUTES OF THE COALVILLE SPECIAL EXPENSES WORKING PARTY AT APPENDIX 1.	

1.0 BACKGROUND

1.1 The Coalville Special Expenses Working Party consists of all ward members from the Coalville Special Expenses Area and meets as often as is required to meet business demands, which is usually quarterly.

1.2 As the Working Party reports directly to Cabinet, all recommendations made are to be sent to the first available Cabinet meeting for final approval.

2.0 TERMS OF REFERENCE

2.1 To consider budget and financial issues which either solely or predominantly affect the Coalville Special Expenses Area and to make recommendations to Cabinet.

2.2 To receive reports and examine possible project options on which recommendations will be made to Cabinet.

3.0 RECOMMENDATIONS TO CABINET FROM THE MEETING ON 27 APRIL 2022

3.1 There are no recommendations for Cabinet to consider on this occasion.

Policies and other considerations, as appropriate	
Council Priorities:	<ul style="list-style-type: none"> • Supporting Coalville to be a more vibrant, family-friendly town • Developing a clean and green district • Our communities are safe, healthy and connected
Policy Considerations:	Taken into consideration in drafting of reports to CSEWP.
Safeguarding:	Taken into consideration in drafting of reports to CSEWP.
Equalities/Diversity:	Taken into consideration in drafting of reports to CSEWP.
Customer Impact:	The reports and proposals presented to CSEWP all have positive impacts on a variety of customers.
Economic and Social Impact:	The reports and proposals presented to CSEWP will have positive economic and social impacts.
Environment and Climate Change:	Updates within the Capital Projects Update report will have positive environmental and climate change impacts.
Consultation/Community Engagement:	Coalville Special Expenses Working Party – 27 April 2022
Risks:	None identified.
Officer Contact	Paul Sanders Head of Community Services Paul.Sanders@nwleicestershire.gov.uk

MINUTES of a meeting of the COALVILLE SPECIAL EXPENSES WORKING PARTY held in the Council Chamber, Council Offices, Coalville on WEDNESDAY, 27 APRIL 2022

Present: Councillor D Everitt (Chairman)

Councillors M French, E G C Allman, J Geary, J Legrys, J Windram and M B Wyatt

Officers: Mr P Sanders, Mrs A Crouch, Mr J Knight, Mrs W May, Mrs C Hammond and Ms R Haynes

23. APOLOGIES FOR ABSENCE

Apologies were received from Councillor A Black who was unable to attend the meeting in person however was able to attend remotely.

24. DECLARATIONS OF INTEREST

Councillor M Wyatt declared registerable interests in all items should reference be made to Coalville town, as the owner of two town centre businesses.

Councillor J Geary declared registerable interests in all items as a director of the Springboard Centre, founder member of Mantle Community Arts, and supporter of Coalville Town Football Club should any reference to them arise at the meeting.

Councillor J Legrys declared registerable interests in all items as a volunteer at Hermitage FM, should reference be made to Coalville town.

25. MINUTES OF THE PREVIOUS MEETING

Consideration was given to the minutes of the meeting held on 14 December 2021.

It was moved by Councillor J Geary, seconded by Councillor M Wyatt and

RESOLVED THAT:

The minutes of the meeting held on 14 December 2021 be confirmed and signed by the Chairman as a correct record.

26. COALVILLE SPECIAL EXPENSES FINANCE UPDATE

The Deputy S151 Officer presented the report to Members.

Members raised a question with regard to the reduction in planned preventative tree maintenance and officers responded that due to capacity issues within the team, non essential work had been pushed back to 2022/23.

The matter of where savings had been made in concern to a vacant post and also a reduction in overtime payments were raised. Officers advised that due to the pandemic, fewer events were held therefore there had been no immediate need to fill the vacant post or a necessity for overtime to be claimed for the staffing support to those events. Members were informed that the vacant post budget would remain in place until the service review had been completed.

Members queried monies which remained in the One Off Grants budget and were advised that there had been a low uptake so it would become a budget saving.

RESOLVED THAT:

The 2021/22 Period 9 Budget monitoring figures and the forecasted outturn be noted.

27. EVENTS UPDATE

The Cultural Services Team Manager presented the report to members and informed the meeting that the current focus was on the Queen's Platinum Jubilee. It was also noted that the council had secured sponsorship from Everyone Active and a grant from Bardon Aggregates to support the projects for the celebrations. Work was currently being done towards Cinema in the Park, Coalville by the Sea and the procurement process for the 2022 Christmas lights.

Members were requested to encourage groups to apply for grants under the Community Grants Scheme.

Members questioned the budget for Christmas 2022 and were advised that the cost of the lights and the Christmas Lights Switch On event had been separated into two budgets and that some of this had been carried over from funding which had not been used due to the pandemic.

Members questioned why Cinema in the Park had been reduced to a 12-day event as opposed to 16 days, as originally planned. Officers advised that it was due to the cost of living rise, therefore the budget that had been allocated would now not cover a 16 day event. It was also noted that the event had an anticipated income. Feedback from members about the pilot of Cinema in the Park had been positive.

Councillor J Geary requested a breakdown of the costings for the event and the importance of remaining within the authority's financial means was reiterated.

Members raised the point that a religious body had been awarded a grant for their foodbank and expressed concern that it was against the policy of awarding grants to religious bodies. Officers assured members that a rigorous process would have been adhered to which the awarding officer would have been aware of, and observed. The meeting was also advised that although the project was run by a religious body, its members would not be sole beneficiaries of the food bank.

Members questioned whether the council had looked into an insurance claim for the Christmas lights which had been vandalised in 2021 and were advised that whilst officers would do so, it was felt that the amount of excess to pay would make an insurance claim untenable.

The possibility of a Steampunk event being held in Coalville was raised by members. Officers advised that this would not be on the schedule of events for the upcoming year and also informed the meeting that this would be something for which the authority would need to pay an external events organiser.

Clarification was sought on why Coalville by the Sea had been taken over by an external company who had charged constituents admission fees. Members were advised by officers that the council had decided against running this event due to Covid restrictions. The external company ran the event at no cost to the authority so it was deemed that they had to apply some charges in order to allow the event to go ahead, and whilst the authority could not guarantee there would be no charge this year, the proposal for free admission would be something which officers would include in the specification to the external company.

Officers commended members for having suggested to community groups that they may be eligible for the Community Grants, however members wished to know what the authority was doing to promote the grants. Officers advised that social media was utilised for that purpose and that details of the grants were available on the council's website. Officers agreed to contact the Communications and Community Focus teams to further promote awareness.

It was moved by Councillor J Geary, seconded by Councillor J Legrys and

RESOLVED THAT:

- 1) The progress update on 2022/23 Events be noted.
- 2) The update for Christmas lights 2021/22 and 2022/23 be noted,
- 3) The update for 2021/22 and 2022/23 Coalville Special Expenses Community Grant Scheme be noted.

28. CAPITAL PROJECTS UPDATE

The Leisure Services Team Manager presented the report to members, updating them on the status of recent projects, and invited questions.

Members queried whether there would be any legal avenue which could be pursued in order to encourage Barratt's to proceed more quickly in relation to the former MUGA site on Lillehammer Drive. Officers advised that the legal section were fully engaged in the process.

Members enquired when the cemetery wall at London Road would be repaired and were advised that the project would hopefully be completed over the coming summer.

In response to a query raised by the Working Party over the ownership of the Oval play area, the Leisure Services Team Manager advised that all play areas fell under the responsibility of the council however, The Oval play area was never transferred to the district council from the developer. Officers noted that members had made a valid point as to how this had not been identified earlier, however it was asserted that they would identify whether there were any more, although it would be unlikely.

Members requested an update on the Claremont Drive play area and were advised that consultation had been delayed but Community Focus would be obtaining residents' feedback which officers would report to members. It was noted that the authority would be in a position to advise how best to progress the project by the summer.

Members reported that they had received positive feedback from the public regarding the trees which had been planted in the Coalville area and expressed hope that it would continue in the Meadow Lane and Blackwood areas. Officers advised that the trees had been planted by the county council and confirmed that they would ask county if there was a possibility that planting could continue to include these areas.

Members requested a grant application be made to Bardon Aggregates in order to better furnish the Cropston Drive play area. The Team Manager for Leisure Services advised that he would confirm which play area on Cropston Drive the replacement of equipment was needed and agreed to include the play area request in a grant application. It was also suggested that a proper consultation with the police, in relation to Sharpley Avenue play area, would be beneficial in order to ascertain the best equipment to install or remove. Officers noted that this would have to be done with consideration to the S106 restrictions around the play area.

It was moved by Councillor J Legrys, seconded by Councillor J Geary and

RESOLVED THAT:

The progress update on the 2021/22 and 2022/23 Capital Projects be noted.

29. DRAFT SCHEDULE OF MEETINGS 2022/23

The Democratic Services Officer presented the report to Members.

It was proposed to suspend the Working Party meeting in April 2023 since it would be a busy period in the run up to elections. Members agreed unanimously that this would be prudent.

It was moved by Councillor J Geary, seconded by Councillor J Legrys and

RESOLVED THAT:

The Schedule of Meetings and Work Plan for 2022/23 as attached at Appendix 1 of the report be agreed.

The meeting commenced at 6.30 pm

The Chairman closed the meeting at 7.42 pm