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Meeting	CORPORATE SCRUTINY COMMITTEE
Time/Day/Date	6.30 pm on Thursday, 21 March 2024
Location	Forest Room, Stenson House, London Road, Coalville, LE67 3FN
Officer to contact	Democratic Services (01530454512)

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	
To receive questions from members of the public under rule no.10 of the Council Procedure Rules. The procedure rule provides that members of the public may ask any question on any matter in relation to which the Council has powers or duties which affect the District, provided that three clear days' notice in writing has been given to the Head of Legal and Support Services.	
4. MINUTES	
To approve and sign the minutes of the meeting held on 20 February 2024	3 - 6
5. PERFORMANCE MONITORING REPORT	
The report of the Head of Human Resources and Organisational Development	7 - 20
6. ITEMS FOR INCLUSION IN THE FUTURE WORK PROGRAMME	
To consider any items to be included in the work programme. The plan of forthcoming Cabinet decisions and the current work programme are attached for information.	21 - 30

Circulation:

Councillor S Lambeth (Chair)
Councillor M Ball (Deputy Chair)
Councillor D Bigby
Councillor M Blair-Park
Councillor M Burke
Councillor K Horn
Councillor A Morley
Councillor R L Morris
Councillor S Sheahan
Councillor J Windram

MINUTES of a meeting of the CORPORATE SCRUTINY COMMITTEE held in the Forest Room, Stenson House, London Road, Coalville, LE67 3FN on TUESDAY, 20 FEBRUARY 2024

Present: Councillor S Lambeth (Chair)

Councillors M Ball, D Bigby, M Blair-Park, A Morley, R L Morris, S Sheahan, J Windram and J G Simmons (Substitute for Councillor M Burke)

In Attendance: Councillors P Moulton and M B Wyatt

Officers: Mr A Barton, Mr T Devonshire, Mr P Stone, Mr D Gill and Ms N Oliver

36. APOLOGIES FOR ABSENCE

Apologies were received from Councillor M Burke and K Horn.

37. DECLARATION OF INTERESTS

There were no interests declared.

38. PUBLIC QUESTION AND ANSWER SESSION

There were no questions received.

39. MINUTES

Consideration was given to the minutes of the meeting held on 4 January 2024.

It was moved by Councillor S Sheahan, seconded by Councillor S Lambeth and

RESOLVED THAT:

The minutes of the meeting held on 4 January 2024 be approved as an accurate record of proceedings.

40. CUSTOMER SERVICES ANNUAL REPORT

The Customer Services Team Manager presented the report.

A Member suggested that there was plentiful evidence of demand in the report, but that evidence on outcomes, in the form of Key Performance Indicators (KPIs), could be more detailed. In response, the Customer Services Team Manager advised that KPIs were deployed to target areas such as abandoned call rate, calls answered, customer satisfaction and customer resolution. These, she added, were benchmarked against other comparable local authorities, with the Customer resolution target lower as some resolutions were policy and legislation driven. There were also things which were hard to measure, and thus target, but which were monitored, such as talk time, wrap time and customer wait times. Soft skills and customer experience were included in call monitoring by supervisors and included in staff one-to-ones.

Several Members inquired about the role of both technology and the Customer Service Centre in addressing complaints. In response, the Customer Services Team Manager set out for Members the breakdown of complaints between the phonenumber, the digital form and the Customer Service Centre. She also set out the use of calendars, tracked emails and advised Members that Customer Services did not currently use any callback technology for when users were on hold.

A Member asked whether provisions had been made to anticipate the budgeted reduction in funding to local charities, in the context of the rising cost of living, and also the effects of an ageing population. In response, the Customer Services Team Manager advised that Customer Services and charities served the same customer base, and efforts were made to work cooperatively together.

A Member requested a breakdown of complaints between the Services. The Strategic Director of Communities advised that Housing, Waste and Planning were the top three, with Housing some way ahead of the other two. The Customer Services Team Manager also noted that she had meetings with Officers from key services on a monthly basis to report on complaints, patterns and potential training required. Furthermore, her team were trained to holistically consider all of a customer's needs rather than simply the particular complaint which was in front of them.

A Member asked about the process for Member enquiries and the Customer Services Team Manager advised that the Feedback Officer in her team dealt with these, and they were reported to the Corporate Leadership Team.

A Member asked about the reference in the report to a complaint which had been escalated to involving the Housing Ombudsman. The Strategic Director of Communities advised that he would circulate the report to the Committee, and the Customer Services Team Manager added that it was important to note that this case referred to a historic incident, due to a two year backlog in the Ombudsman's workload.

The Chair stressed the value of KPIs and discussed the potential future impacts of demographic change. The Customer Services Team Manager advised that she would give greater consideration to KPIs in the next iteration of the report.

It was moved by Councillor M Blair-Park, seconded by Councillor A Morley, and

RESOLVED THAT:

A further annual report is to be presented to the Corporate Scrutiny Committee in 2025.

41. APPROACH TO TRANSFORMATION

The Strategic Director of Resources presented the report.

A discussion was had about the £500,000 budgeted within the report. Members felt that it was a large amount of money and seemed a somewhat arbitrary figure. The Strategic Director of Resources advised that this was a preparatory budget for the steering group, which had only met once.

A Member was concerned that asking Heads of Service did not seem that proactive, that the steering group might struggle with capacity, and that she would expect to see a clearer plan. The Strategic Director of Resources advised that Officers would develop clear intentions throughout the Transformation Programme and that the report before them was a starting point. He also clarified for Members that the process would be director-led, but Officers would be invited to contribute at appropriate junctures.

Several Members discussed the importance of monitoring the Transformation Programme, including a breakdown of how the budgeted £500,000 was spent, what the aims of the process were as they developed, and how successfully these aims were achieved. The Strategic Director of Resources concurred and repeatedly emphasised to Members the importance of having robust monitoring procedures in place. The Corporate

Scrutiny Committee would play an important role in this process, savings would be tracked by the Finance Team, and efficiencies would be targeted with clear KPIs. The Strategic Director also advised that Officers had been and would be consulting with the Local Government Association and other Local Authorities.

A Member suggested that it was important to examine how capital could be invested to increase revenues for the Council, so the focus was not solely on cutting spending on services.

The Chair felt that the Transformation Steering Group's terms of reference were actually just aims and that greater consideration needed to be given to how performance would actually be measured and monitored.

The Chair thanked Members for their comments.

42. ITEMS FOR INCLUSION IN THE FUTURE WORK PROGRAMME

Consideration was given to any items on the Work Programme.

A discussion was had around scheduling an extra meeting of the Corporate Scrutiny to discuss the Quarter 3 Performance Monitoring Report.

A Member requested further information on Member inquiries and for a report concerning equalities and diversity to be considered by the Work Programming Group.

The Chair reminded the committee of the purpose of scrutiny, and he requested that this be further discussed in a meeting with the Strategic Director of Communities. The Director suggested that this was possibly a topic for a future Agenda Working Group.

By affirmation of the meeting, it was,

RESOLVED THAT:

- 1) An additional meeting of the Corporate Scrutiny Committee be scheduled for 21 March 2024.
- 2) That an item regarding Equality, Diversity and Inclusion reporting and policy be brought back to the committee at a future date.
- 3) A note on member enquiries be circulated to members of the Committee.

The meeting commenced at 6.30 pm

The Chair closed the meeting at 7.21 pm

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CORPORATE SCRUTINY COMMITTEE – THURSDAY, 21 MARCH
2024

Title of Report	PERFORMANCE MONITORING REPORT	
Presented by	Mike Murphy Head of Human Resources and Organisation Development	
Background Papers	Council Delivery Plan Council meeting held on 14 November 2023. Minutes of the Cabinet meeting held of 27 February 2024.	Public Report: Yes
Financial Implications	There are no direct financial implications arising out of this report.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	There are no direct legal implications arising out of this report.	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	There are no direct staffing implication arising out of this report.	
	Signed off by the Head of Paid Service: Yes	
Reason Agenda Item Submitted to Scrutiny Committee	<p>A new Council Delivery Plan was approved by full Council in November 2023. Cabinet considered the performance of the Council against that plan during the first measurable quarter of the new Council Delivery Plan at its meeting on the 27 February 2024.</p> <p>This report contains the information reported to Cabinet and details of their considerations.</p>	
Recommendations	THAT CORPORATE SCRUTINY COMMITTEE CONSIDERS THE MONITORING REPORT AND HIGHLIGHTS THE ELEMENTS MAKING POSITIVE PROGRESS AND THOSE WHERE THERE IS A NEED FOR EARLY INTERVENTION.	

1.0 BACKGROUND

1.1 The Council prepared a new Council Delivery Plan during late 2023, and the Plan is scheduled to cover the lifetime of the Council administration for the period 2023/24 until a year beyond the next election in May 2027 (to ensure continuity in the aftermath of that election and to allow time for a new Plan to be developed). The Plan was developed with inputs from the Corporate Scrutiny Committee and the opposition groups and was agreed by Council at its meeting on the 14 November 2023.

1.2 The Plan will be monitored in relation to the targets and a suite of performance indicators on a quarterly basis in line with the performance management framework. Quarterly reports will be submitted to Cabinet, and the outcomes of these reports will subsequently be considered by Corporate Scrutiny Committee. They will also be used to brief portfolio holders and opposition member briefings on progress towards delivery of the CDP. Further information on the progress of the set of plans that sit below the Council Delivery Plan, the directorate plans, are monitored at officer level by the Council’s Corporate Leadership Team.

1.3 This monitoring report is the first of the reports to Members in respect of the new Plan. The Council is at the first stage of the Plan monitoring process, and while the Plan was in development during the quarter, it was not adopted by Council until part way into the quarter. Accordingly, the reporting progress is inevitably going to be limited at this point in time. The reporting period for this report runs from 1 October 2023 to 31 December 2023.

1.4 Cabinet considered the report at its meeting on 27 February 2024. They recognised the progress that had been made as detailed in paragraphs 2.3.1 to 2.3.5, and highlighted the measures being implemented at paragraphs 2.4.1 to 2.4.3 to address at an early stage the areas needing further focus.

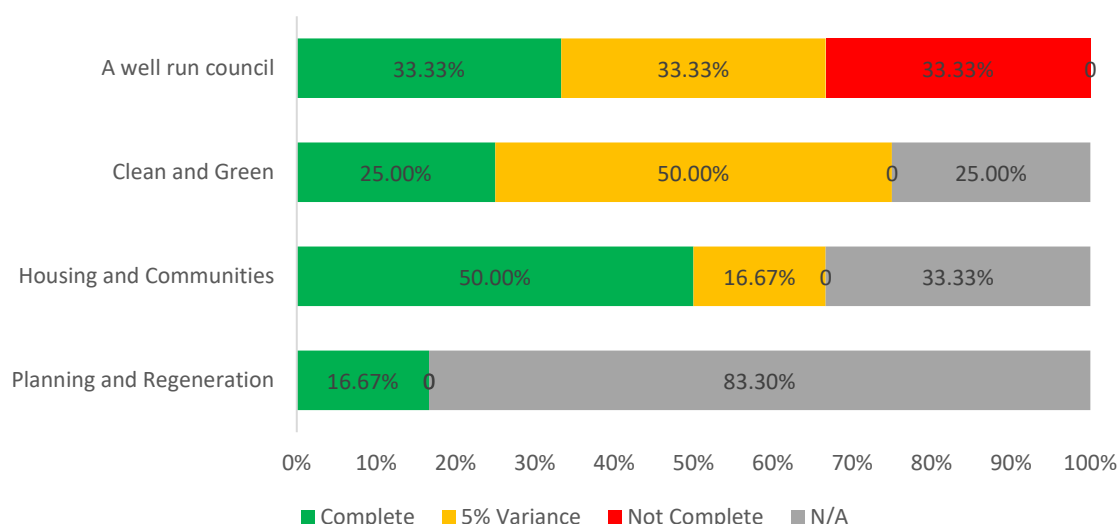
2.0 PERFORMANCE REPORT

2.1 The Council Delivery Plan contains four key priority areas – notably “A Well-Run Council, Clean and Green, Housing and Communities and Planning and Regeneration.”

The table below shows the performance in quarter 3 overall against each of the four priority areas.

The table shows the priorities that have been completed, those that were within a 5% variance of being completed, those that were not completed at all and those that were not applicable (usually due to no data being available, because they are scheduled for completion at a later stage of the plan.)

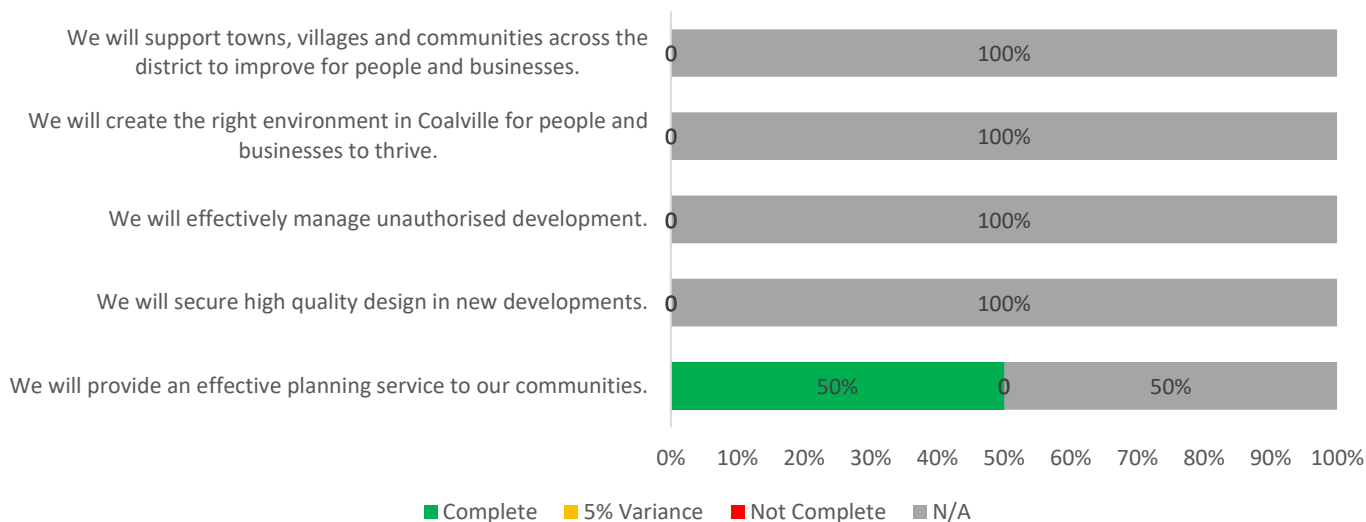
Our Priorities



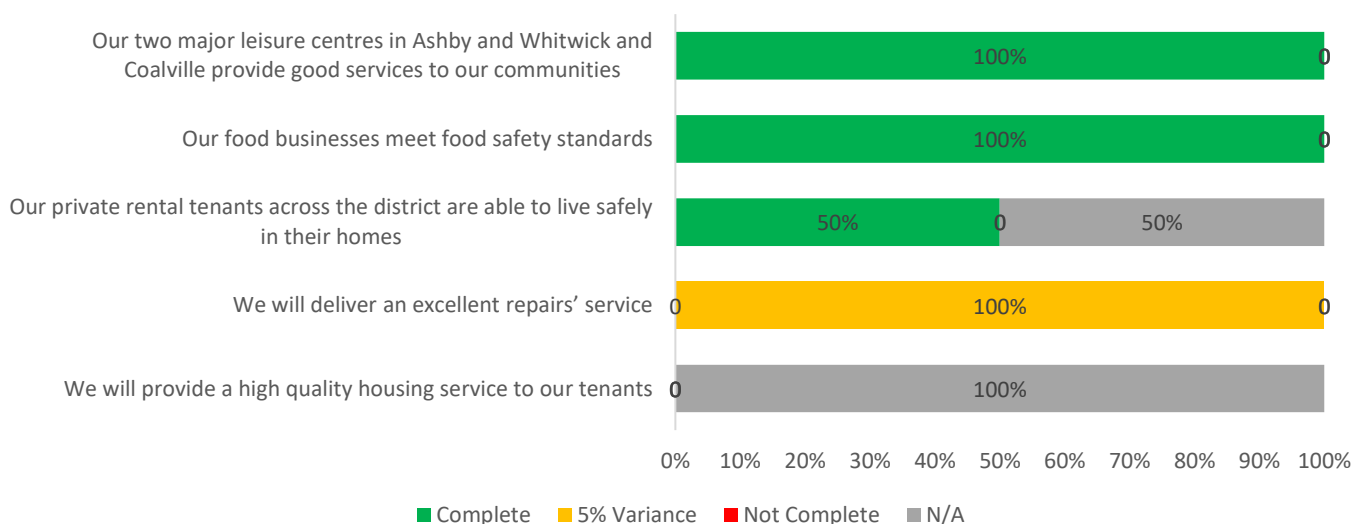
The table shows that a third of the “Well run Council” priorities were achieved during the quarter with a further third within the 5% variance and a final third not completed. In the other priorities, significant proportions are Not applicable at this stage of the plan, but despite the early position in the plan’s lifecycle, significant percentages were either completed or within the 5% variance.

2.2 The following four tables show the more detailed breakdown of the indicators as they relate to each of the priority areas using the same assessment scale in relation to percentage completed etc. For each of the priority areas more information is provided in the later stages of the report together with detailed commentary on the progress.

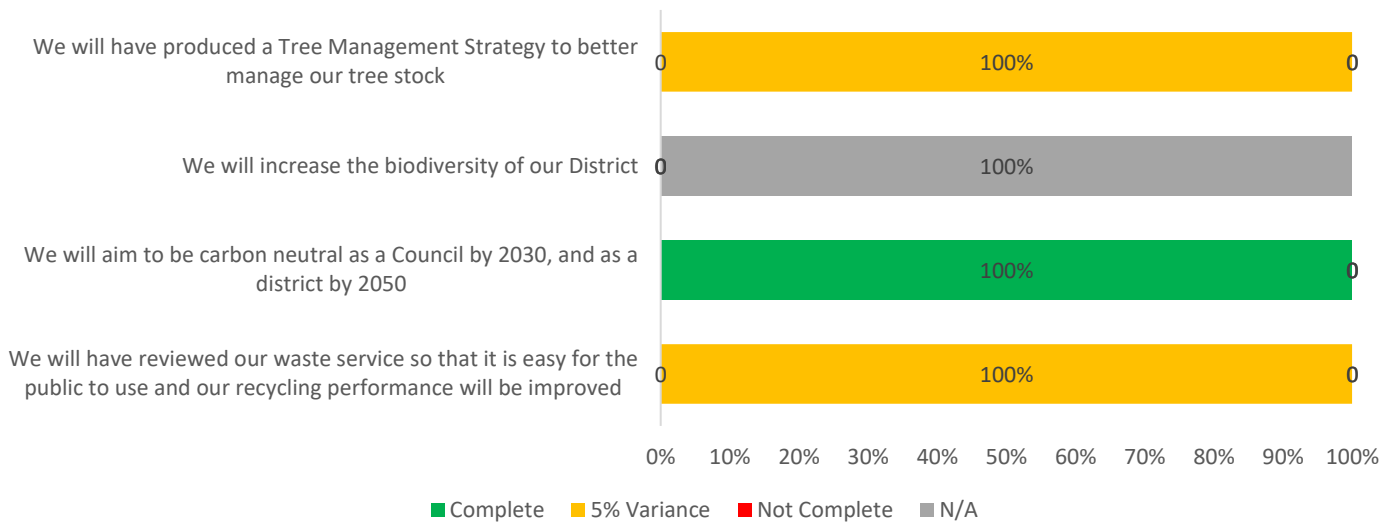
Planning and regeneration



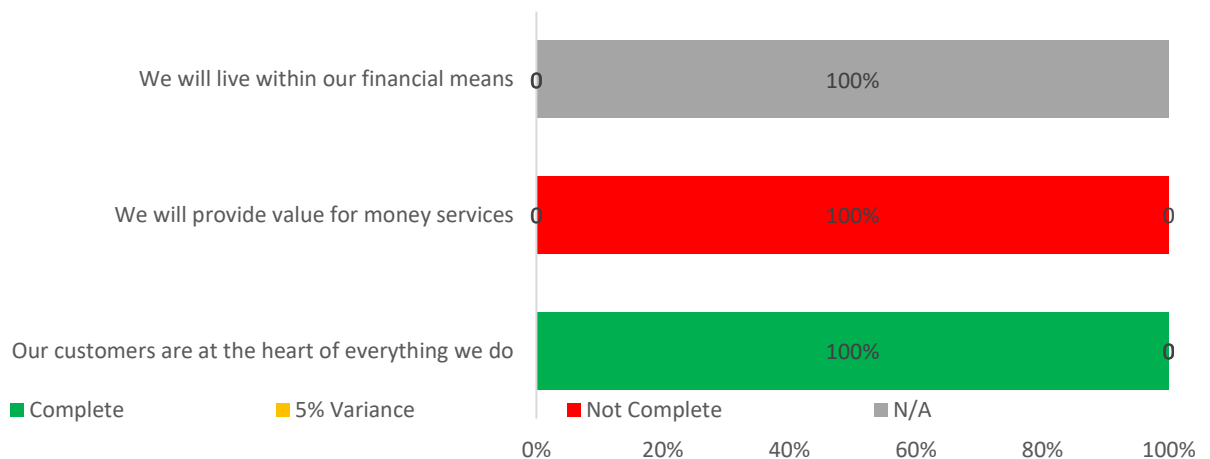
Housing and Communities



Clean and Green



A well-run Council



2.3 The areas of key progress in the quarter (drawn from the detailed information in the tables below) are detailed in this section.

2.3.1 There has been significant improvement in the provision of a timely response to Customer Complaints from 58% in Quarter 2 to 85% in Quarter 3. This has been due to an ongoing

focus from Senior Management, the feedback officer, and Team Managers to ensure that complaints are treated as a priority.


- 2.3.2 In relation to ensuring the safety of private tenants, 100% of landlords were contacted within the specified time-period within the Minimum Energy Efficiency Standard (MEES) policy for non-compliance. Given that this is a new measure, this is a significant achievement.
- 2.3.3 80.8% (653 of 808) of food establishments have very good (hygiene rating 5) hygiene standards. 98.6% of food establishments are rated as broadly compliant with a rating of 3 or higher.
- 2.3.4 The external Leisure Services assessment provider Quest undertook an assessment in June 2023 of Whitwick and Coalville Leisure Centre and the Centre received a classification of 'Excellent'.
- 2.3.5 The Statutory guidance in respect of determining planning applications was exceeded in quarter three as illustrated by the following statistics: -
- 100% of Major applications were determined within 13 weeks.
71.4 % of Minor Applications were determined within 8 weeks.
85.3% of other applications were determined within 8 weeks.
- 2.4 The areas where targets have not been met at this stage of the Plan and the remedial actions being taking to address this are: -
- 2.4.1 The only KPI with a RAG rating of red is that pertaining to the provision of value for money- the external audit sign off of the 2021-22 Statement of Accounts is yet to be completed. Action being taken to address this is that this will be completed for consideration/approval by Audit and Governance Committee on 13 March 2024. Details of the Government's decision regarding the statutory deadlines are awaited at which point auditors will provide as much assurance as possible for those outstanding years. These deadlines may lead to qualifications and disclaimers. It is also worth noting that of 467 audited bodies, only 12% of audited bodies had completed the 2021/22 Statement of Accounts by the publishing date. This illustrates how this remains a national problem not unique to this Council, but everything is being done in order to progress.
- 2.4.2 There is acknowledgement that the Housing Repairs service needs improvement. A service improvement plan has been developed which has been considered by both Corporate Scrutiny Committee and Cabinet, contractors are being procured to assist the Council and there has been a focus on recruitment to key vacant posts within the service to address this.
- 2.4.3 An initial draft of the Tree Management Strategy is in place detailing tree/hedgerow management considerations including Council/partnership tree planting approaches, as well as targets to help support the Council's Zero Carbon targets. However, due to resource and procurement pressures, work to catalogue and risk assess the trees within the Housing Portfolio is yet to commence. Work has been completed on safety works to trees in other areas of the Council's tree portfolio. The work on the Housing portfolio is due to commence in the next financial year, when more resources are on board.


3.0 Information on progress. (Click on links for more background information).

3.1 Set out below is a summary of the headline progress against each Council Delivery Plan target. Links are provided to more detailed information on each indicator to explain progress being made.


Priority	KPI reference	Key Aim	Q3 Progress	Target	Commentary	Head of Service	RAG rating
Planning and regeneration	1	We will adopt a local plan by 2026	Draft Policies agreed by Local Plan Committee in October 2023.	Undertake local plan consultation (Reg 18) (Q4 23/24) 2024/5 Pre-submission consultation (Reg 19) Submission of local plan and examination.	Site allocations to be considered in January 2024 with a view to consultation February/March 2024	Chris Elston	
	2	We will deal with your planning applications for major, minor, and other developments by consistently meeting and exceeding the government's targets of 60%, 65% and 80%, respectively.	Majors: 100% Minors: 71.4% Others: 85.3%	Major- At least 60% of applications determined within 13 weeks. Minor- At least 65% of applications determined within 8 weeks. Other- At least 80% of applications determined within 8 weeks.	The team is exceeding the set performance targets. This is due to effective management methods that are in place to ensure that the majority of cases are determined by the Team with the statutory time frame or to one agreed with the applicant.	Dylan Jones	
	3	We will have developed a new local design guide and new developments will comply with it.		2023-4 Develop a new Design Guide for North West Leicestershire adopting current best practice in accordance with the Governments National design guide. Undertake public consultation on the new Design Guide for North West Leicestershire. 2024/5	Work continues on the preparation of the Good Design Guide for North West Leicestershire with consultation on the document expected in Q4 2023/24.	Chris Elston	

				<p>Adopt the new design guide for North West Leicestershire.</p> <p>New development complies with the requirements of the adopted design guide.</p>			
4	<u>We will effectively manage unauthorised development.</u>	N/A	<p>Work begins in 2024/5. Adopt a new local enforcement plan by the end of Q2 24/25.</p> <p>Monitor and measure response times against the targets set out in the adopted Local Enforcement Plan and report biannually to Planning Committee in Q3 and 4 24/25.</p>	<p>The commencement period for this measure has not started yet, therefore there is nothing to report at present.</p>	Dylan Jones		
5	<u>We will have delivered our ambitious Coalville Regeneration Framework.</u>		<p>Quarterly progress statement plus an additional Annual Framework review in Q4.</p>	<p>A Progress Statement has been produced for all projects Identified in the Coalville Regeneration Framework (including the six projects being led by NWLDC).</p> <p>A Review and Refresh of the Coalville Regeneration Framework document has commenced.</p>	Paul Wheatley		

	6	We will have developed a regeneration framework and will be on the way to supporting thriving towns, villages, and communities across the district.	N/A	Work begins in Q4 with the production of the NWL Regeneration Framework.	A project team has been established to develop the Districtwide Regeneration Framework during Q4 of 2023/24.	Paul Wheatley	
 Housing and Communities	7	We will provide a high-quality housing service to our tenants.		2023/4 First data publication.	Indicative perception scores are available via Housemark but the Regulator has indicated it will be late summer early autumn 2024 before benchmarking data from across the sector will be available and published.	Jane Rochelle	
	8	We will deliver an excellent repairs' service.		2023/4 First data publication.	As above. In advance of having the data, it is acknowledged that the service needs improvement and has a service improvement plan and recruitment drive in place.	Jane Rochelle	
	9	Our Private tenants across the district are able to live safely in their homes.	100%	100% of Landlords contacted within the specified time-period within the MEES policy for non-compliance.	100% landlords in Q3 were contacted within the target time period.	Paul Sanders	
				Creation of a Private Sector Housing Charter.	This is a target that will be reported annually in quarter four.		

	10	Our food businesses meet food safety standards.	80.8%	2023/24 80% of food businesses having a hygiene rating of 5 (very good).	80.8% (653 of 808) of food establishments have very good (hygiene rating 5) hygiene standards.	Paul Sanders	
	11	Our two major leisure centres in Ashby and Whitwick and Coalville provide good services to our communities.	Excellent / Very Good	The leisure centres will be assessed independently against a national standard and achieve a 'good' or higher rating. (This will be provided annually in Q3).	Quest is the national Sport England recommended independent assessment to assess levels of customer service in leisure centres. In June 2023 Whitwick and Coalville Leisure Centre had a full assessment and was classed as 'Excellent'. Ashby Leisure Centre and Lido had a full assessment in May 2022 when it was classed as 'Very Good'. Consequently, a Direction of Travel Review was undertaken in May 2023 where the assessment of 'Very Good' was upheld.	Paul Sanders	
	12	We will have reviewed our waste service so that it is easy for the public to use, and our recycling performance will be improved.		47% Recycling rate 2023/4.	In June 2023 external consultants Eunomia were appointed to complete an assessment of the Council's waste services. Work has continued throughout the year in progressing the review. Date for submission to	Paul Sanders	
Clean and Green							

					Scrutiny is April 2024 with full presentation to Cabinet within May 2024.		
13	<u>We will aim to be carbon neutral as a Council by 2030, and as a district by 2050.</u>			2023/4 Development of assessment work and target setting.	Key progress to date in year includes electric vehicle deployment, EV charging, LED installations, bulb and tree planting and a favourable Climate Emergency Scoring. Plans for our buildings are a key priority along with understanding the costs involved of achieving net zero.	Paul Sanders	
14	<u>We will increase the biodiversity of our District.</u>	N/A		10% Biodiversity Net Gain on large developments with planning permission.	The commencement date for Biodiversity Net gain have recently been announced by the Government but have not yet been enacted. There will be an update in the Q4 report. It is expected that BNG for Major applications will be enacted at some point in January 2024 and for minor applications at some point in April 2024.	Dylan Jones	
15	<u>We will have produced a Tree Management Strategy to better manage our tree stock.</u>	Ongoing		2023/24 Cataloguing of Housing tree estate complete.	An initial draft is in place detailing tree/hedgerow management considerations including Council/partnership tree planting approaches, as well as targets to help support the Council's Zero Carbon targets However, due to	Paul Sanders	

					resource and procurement pressures, work to catalogue and risk assess the trees within the Housing Portfolio is yet to commence. It is anticipated this will be picked up in the new financial year 2024/5 once resources are on board.		
 A well-run Council.	16	Our customers are at the heart of everything we do.	85%	2023-4 70% of Complaints responded to on time by end of year.	An ongoing focus from the feedback officer and Team manager to ensure that complaints are treated as a priority and within timescale continues.		
	17	We will provide value for money services.	2021/22 Statement of Accounts not completed.	Unqualified Opinion to be provided.	Will submit to Audit and Governance Committee on 13 March 2024. Report to Council meeting on 22 February 2024 to explain situation.	Anna Crouch	
	18	We live within our means		Zero funding gap.	£252k deficit forecast for 2023/24. Balanced budget proposed for 2024/25. Funding gap reduced as a result of budget options proposed for 2024/25 budget.	Anna Crouch	

Policies and other considerations, as appropriate	
Council Priorities:	This report measures progress against all the new Council priorities
Policy Considerations:	Council Delivery Plan
Safeguarding:	No direct considerations
Equalities/Diversity:	No direct considerations, the Plan impacts across all the district's communities.

Customer Impact:	The plan seeks to improve customer impacts and interactions with our many customers. An indicator around customer response times is included.
Economic and Social Impact:	The plan seeks to improve the economic and social impact of the Council's activities in the district.
Environment, Climate Change and Zero Carbon:	The plan contains the Council's commitments to a clean, green and zero carbon district.
Consultation/Community/Tenant Engagement:	No current or planned consultations.
Risks:	Consideration was given to the corporate risk register when compiling the plan.
Officer Contact	<p>Mike Murphy Head of HR and OD Mike.murphy@nwleicestershire.gov.uk</p> <p>Allison Thomas Chief Executive Allison.thomas@nwleicestershire.gov.uk</p>

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Corporate Scrutiny Committee – WORK PROGRAMME (as at 12/03/24)

Date of Meeting	Item	Lead Officer	Witnesses	Agenda Item Duration
May 2024				
23 May 2024	Corporate Landlord Procurement of a CAFM system	Paul Wheatley, Head of Property and Regeneration		30 minutes
23 May 2024	Annual Scrutiny Report To summarise the work of the Scrutiny Committees for the civic year 23/24.	Andy Barton Strategic Director	-	30 minutes
23 May 2024	Performance Monitoring Report To report on Q4 performance, in line with the Council Delivery Plan.	Mike Murphy, Head of Human Resources and Organisational Development	-	30 minutes
23 May 2024	Employee Resourcing To feedback on issues raised by the Corporate Scrutiny Committee in relation to conditions for staff, the use of agency workers, and the impacts on service delivery.	Mike Murphy, Head of Human Resources and Organisational Development	-	30 minutes
23 May 2024	2023/24 Quarter 3 Housing Revenue Account (HRA) Finance Update	Anna Crouch, Head of Finance		15 minutes

	To provide Members of the Corporate Scrutiny Committee with information on the Quarter 3 financial position for the HRA account.			
23 May 2024	<p>2023/24 Quarter 3 General Fund Finance Update</p> <p>To provide members of the Corporate Scrutiny Committee with information on the Quarter 3 financial position for the General Fund.</p>	Anna Crouch, Head of Finance	-	15 minutes

Work requests considered by the Scrutiny Work Programming Group

Work Request	Status/Progress	Committee date to be considered (provisional)
Housing Repairs Update Report	Report to be considered towards the end of 2024.	To be confirmed once new meeting schedule is agreed.
Staffing Resources	Scheduled for Committee.	23 May 2024

Principles and Criteria used for Assessing Items Put Forward

Identify Issues for consideration by Scrutiny

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

Prioritise the potential list of scrutiny topics based on factors including

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

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

PREVIOUS SCRUTINY RECOMMENDATIONS TO CABINET

No recommendations have been presented to the Cabinet since the last meeting of the Corporate Scrutiny Committee.

Notice of Executive Key Decisions

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

The date of publication of this notice is Friday, 22 March 2024. The Deadline for making any representations as to why items marked as private should be considered in public by **Cabinet on 23 April 2024 is 5pm Friday, 12 April 2024.**

Key Decisions

A key decision means a decision taken by the Cabinet, a committee of the Cabinet, an area or joint committee or an individual in connection with the discharge of a function which is the responsibility of the executive and which is likely:

- (a) to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the area of the Council;
- (c) for the purposes of (a) and (b) above £100,000 shall be regarded as significant in terms of expenditure or savings, and any issue which, in the opinion of the Leader is likely to have an impact on people, shall be regarded as significant in terms of impact on communities.

The Council's Executive

The Council's executive committee is the Cabinet. The Cabinet comprises:

Councillor R Blunt	-	Leader	Councillor A Woodman	-	Housing, Property & Customer Services
Councillor M Wyatt	-	Deputy Leader and Community Services	Councillor N J Rushton	-	Corporate
Councillor T Gillard	-	Business and Regeneration	Councillor A Saffell	-	Planning
Councillor K Merrie MBE	-	Infrastructure			

Confidential Items and Private Meetings of the Executive

Whilst the majority of the Cabinet's business at the meetings listed in this notice will be open to the public and media organisations to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. This is a formal notice under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that part of the Cabinet meetings listed in this Forward Plan may be held in private because the agenda and reports for the meeting contain exempt information under Part 1 Schedule 12A to the Local Government Act (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. Those Items where it is considered that they should be considered in private are identified on the Notice.

Access to Agenda and Related Documents

Documents relating to the matters listed in this notice are available at least 5 clear working days prior to the date of decision as indicated below. Other documents relevant to the matters listed in this notice may be submitted to the decision maker.

If you wish to request or submit a document, or make representation in relation to any issue contained within this notice, please contact Democratic Services on telephone number 01530 454512 or by emailing memberservices@nwleicestershire.gov.uk

Executive Decisions

Decision	Decision Maker	Status of Decision	Public or Private (and reason – where private)	Date of Decision	Contacts	Documents to be submitted to the Decision Maker	Considered by Scrutiny or other Committee
April 2024							
There are no items to be considered at the meeting.							
Update on Zero Litter and Launch of Love your Neighbourhood 26	Cabinet	Non-Key	Public	23 April 2024	Councillor Michael Wyatt Tel: 07773 341531 michael.wyatt@nwleicestershire.gov.uk Public Protection Team Leader Tel: 01530 454575 minna.scott@nwleicestershire.gov.uk	Update on Zero Litter and Launch of Love your Neighbourhood	4 April 2024
Corporate Microsoft Licences Renewal	Cabinet	Key	Public	23 April 2024	Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicestershire.gov.uk ICT Team Manager sam.outama@nwleicestershire.gov.uk	Corporate Microsoft Licences Renewal	Not required.

Decision	Decision Maker	Status of Decision	Public or Private (and reason – where private)	Date of Decision	Contacts	Documents to be submitted to the Decision Maker	Considered by Scrutiny or other Committee
Housing Policies	Cabinet	Key	Public	23 April 2024	Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicester.gov.uk Housing Strategy and Systems Team Manager david.scruton@nwleicester.gov.uk	Housing Policies	4 April 2024
Performance Monitoring Report 27	Cabinet	Non-Key	Public	23 April 2024	Councillor Keith Merrie MBE keith.merrie@nwleicester.gov.uk Head of Human Resources and Organisational Development Tel: 01530 454518 mike.murphy@nwleicester.gov.uk	Performance Monitoring Report	To be considered at Corporate Scrutiny Committee in May 2024
Housing Revenue Account (HRA) - Site Purchase	Cabinet	Key	Private Information relating to the financial or business affairs of any particular person (including the authority holding that information)	23 April 2024	Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicester.gov.uk Head of Housing jane.rochelle@nwleicester.gov.uk	Housing Revenue Account (HRA) - Site Purchase	n/a not a matter for scrutiny discussion, function reserved to Cabinet

May 2024

Decision	Decision Maker	Status of Decision	Public or Private (and reason – where private)	Date of Decision	Contacts	Documents to be submitted to the Decision Maker	Considered by Scrutiny or other Committee
Treasury Management Stewardship Report 2023/24	Cabinet	Non-Key	Public	21 May 2024	Corporate Portfolio Holder Head of Finance Tel: 01530 454492 anna.crouch@nwleicester-shire.gov.uk	Treasury Management Stewardship Report 2023/24	Audit and Governance Committee - 24/04/24
June 2024							
Environmental Health - Food Safety Service Delivery Plan 2024/5	Cabinet	Key	Public	25 June 2024	Councillor Michael Wyatt Tel: 07773 341531 michael.wyatt@nwleicestershire.gov.uk Environmental Health Team Manager Tel: 01530 454610 lee.mansfield@nwleicestershire.gov.uk	Draft service delivery plan Officer report Environmental Health - Food Safety Service Delivery Plan 2024/5	Not considered necessary
Districtwide Regeneration Framework	Cabinet	Key	Public	25 June 2024	Councillor Tony Gillard Tel: 01530 452930 tony.gillard@nwleicestershire.gov.uk Senior Economic Development Officer tom.stanyard@nwleicestershire.gov.uk	Districtwide Regeneration Framework Districtwide Regeneration Framework	Community Scrutiny

Decision	Decision Maker	Status of Decision	Public or Private (and reason – where private)	Date of Decision	Contacts	Documents to be submitted to the Decision Maker	Considered by Scrutiny or other Committee
Former Tenant Rent Arrears, Current Tenant Rent Arrears, Council Tax, Non-Domestic Rates and Sundry Debts	Cabinet	Non-Key	Public	25 June 2024	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicester.gov.uk roma.frisby@nwleicestershire.gov.uk	Former Tenant Rent Arrears, Current Tenant Rent Arrears, Council Tax, Non-Domestic Rates and Sundry Debts	Not required to go to Scrutiny.

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