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Meeting	CORPORATE SCRUTINY COMMITTEE
Time/Day/Date	6.30 pm on Thursday, 29 August 2024
Location	Abbey Room, Stenson House, London Road, Coalville, LE67 3FN
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	
	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 23 May	3 - 6
5.	ZERO CARBON UPDATE	
	The report of the Head of Community Services	7 - 34
6.	PERFORMANCE MONITORING REPORT	
	The report of the Head of Human Resources and Organisation Development	35 - 58
7.	EQUALITY, DIVERSITY AND INCLUSION	
	The report of the Head of Human Resources and Organisation Development	59 - 94

8. CORPORATE CHARGING POLICY

The report of the Head of Finance

95 - 110

9. 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.

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Circulation:

Councillor S Lambeth (Chair)
Councillor M Ball (Deputy Chair)
Councillor C Beck
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 THURSDAY, 23 MAY 2024

Present: Councillor S Lambeth (Chair)

Councillors C Beck, M Blair-Park, M Burke, A Morley, R L Morris, S Sheahan, J Windram and R Boam (Substitute for Councillor M Ball)

In Attendance: Councillors J Legrys

Portfolio Holders: Councillors A C Woodman

Officers: Mr A Barton, Mrs A Crouch, Ms K Hiller, Mr T Devonshire, Mr P Stone, Mr C Elston, Mr M Murphy, Ms N Oliver and Mr P Wheatley

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillor M Ball and K Horn.

2. DECLARATION OF INTERESTS

There were no interests declared.

3. PUBLIC QUESTION AND ANSWER SESSION

There were no questions received.

4. MINUTES

Consideration was given to the minutes of the meeting held on 21 March 2024.

It was moved by Councillor M Blair Park, seconded by Councillor S Sheahan, and

RESOLVED THAT:

The minutes of the meeting held on 21 March 2024 be approved as an accurate record of proceedings.

5. ANNUAL SCRUTINY REPORT

The Strategic Director of Communities presented the report.

A Member asked how many recommendations to the Cabinet had been accepted, out of the five which the Committee had made over the civic year 2023/24, and the Strategic Director of Communities said that this information would be provided in the final report.

A brief discussion was had about how the role of the Scrutiny Committee might itself be scrutinised. Officers advised that effective scrutiny necessitated regular meetings and rigorous work planning, and it would be the role of full Council in September to assess the success of the Scrutiny Committees when they considered the annual report.

It was moved by Councillor M Blair-Park, seconded by Councillor R Boam, and

RESOLVED THAT:

1. The report be noted ahead of its submission to Council

2. Authority be delegated to the Scrutiny Committee Chairs to make any final amendments to this report following consideration by both Scrutiny committees prior to consideration of the report by Council.

6. CORPORATE COMPLAINTS AND FEEDBACK

The Customer Services Team Manager presented the report.

A Member suggested that due to the prevalence of housing complaints, they could be broken down to a more concrete level of detail. Officers confirmed that this was available and provided internally.

A Member asked several questions of the Portfolio Holder with responsibility for Customer Services. The Portfolio Holder said that he felt it was important to analyse trends in complaints for signs of where things might be failing, and felt that the process for handling complaints had improved in recent years; he had recently requested stronger democratic oversight of complaints and more Portfolio Holder awareness of stage 2 complaints; and in terms of staff conduct he was kept informed, as appropriate within the HR process.

Committee Members and the Portfolio Holder discussed the data around complaints against staff. They concluded that the data did not show a meaningful decrease and wondered what might be done to improve this in the future.

A discussion was had about the use of satisfaction surveys. The Customer Services Team Manager advised that they were working on centralising and integrating their feedback mechanisms between services, as part of the Ombudsman's Code. They were working to get satisfaction across the board.

The Chair requested that in the future the data tracking complaints month-by-month, where it was suggested that seasonal factors impacted this, there be a comparison with previous years to evidence this claim. The Customer Services Team Manager said that she would provide this in future iterations of the report.

The Chair thanked Members for their comments, which would be presented to the Cabinet on 25 June.

7. PERFORMANCE MONITORING REPORT

The Head of Human Resources & Organisational Development presented the report.

A Member asked about the District Regeneration Framework. The Head of Property and Regeneration said that a report on the policy would be going to Community Scrutiny in June and Cabinet in August, and he would be happy to provide a further briefing for Members if required. Clarity was also provided on use of the links within the document to gain access to further KPI information.

The Chair thanked Members for their comments, which would be presented to the Cabinet on 23 July.

8. 2023/24 QUARTER 3 GENERAL FUND AND HOUSING REVENUE ACCOUNT (HRA) UPDATE

The Strategic Director of Resources presented the report.

The Chair said that the budget projections masked a larger net overspend in some areas due to the underspend on staffing, and the associated issues with staffing problems were

a perennial subject of discussion for the Committee. The Strategic Director of Resources said that staffing was a key concern of the Corporate Leadership Team and noted that a report on the issue was next on the agenda.

Financial performance monitoring was then discussed. The Strategic Director had written to the Audit & Governance Committee recently to detail the reasons for delays in completing Statement of Accounts including but not limited to the capacity of the Finance Team, and he would share the letter with the Corporate Scrutiny Committee. He then set out the plan in place to resolve this and noted that a report would be going to the August Corporate Scrutiny meeting to set this out in greater detail. He was committed to resolving the problems.

The Chair expressed concern about the backlog and noted the critical need to address this problem. The continued failure to provide audited accounts could have grave reputational impacts.

Members discussed the roll-out of the new Finance system and what lessons could be learned from that process. The Strategic Director of Resources broadly concurred with their suggestions.

The Chair said that the report identified a proliferation of overspends and felt that these might these be better tracked in future reports. The Strategic Director of Resources said he would detail this in future iterations of the report.

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

RESOLVED THAT:

1. The forecasted overspend on the General Fund for 2023/24 be noted.
2. The forecasted on the Housing Revenue Account for 2023/24 be noted.
3. It be requested that the Committee's comments be taken into account.

9. EMPLOYEE RESOURCING

The Head of Human Resources & Organisational Development presented the report.

A Member asked a range of questions. The response of the Head of Human Resources and Organisational Development was as follows. Areas of concern, such as Planning and Environmental Health, were detailed in the report. Surveys were carried out as part of the Investors in People scheme which the Council were currently a Silver awarded organisation, with the aim of reaching Gold in 2025. The associated survey was anonymised, external and benchmarked against other public and private sector bodies. He would share the results of the last one carried out with the Committee. The Council also carried out market assessments where vacancies within the Council proved challenging to fill, in line with equal pay legislation.

A Member asked about the 6% increase in the headcount, how it could be explained and what future trends projected, and the Head of Human Resources and Organisational Development said that he would provide further information outside of the meeting.

A Member asked about what he felt was low number of applications on average for each vacancy. The Head of Human Resources and Organisational Development said that the Council had nevertheless managed to fill a large proportion of jobs and the figure reflected national trends.

It was moved by Councillor R Morris, seconded by Councillor M Blair-Park, and

RESOLVED THAT:

The report be noted.

10. ITEMS FOR INCLUSION IN THE FUTURE WORK PROGRAMME

Consideration was given to any items on the Work Programme.

A Member asked about the Transformation Update and whether it could be brought forward, and whether a report on Equality Diversity and Inclusion could be put on the Work Programme too. In consultation with Officers and the Chair, it was agreed that these would both be brought to the meeting of the Corporate Scrutiny Committee on 29 August 2024.

The meeting commenced at 6.30 pm

The Chairman closed the meeting at 7.44 pm

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CORPORATE SCRUTINY COMMITTEE – THURSDAY, 29
AUGUST 2024

Title of Report	ZERO CARBON UPDATE	
Presented by	Paul Sanders Head of Community Services	
Background Papers	<p>Minutes of 31 March 2020 Cabinet meeting where Zero Carbon Roadmap & Action Plan was adopted:</p> <p>Agenda for Leader of the Council Cabinet Member Meeting on Tuesday, 31st March 2020, 5.00 pm - North West Leicestershire District Council (nwleics.gov.uk)</p> <p>Zero Carbon Roadmap Year 3 report:</p> <p>Agenda for Corporate Scrutiny Committee on Tuesday, 11th July, 2023, 6.30 pm - North West Leicestershire District Council (nwleics.gov.uk)</p>	Public Report: Yes
Financial Implications	<p>At its meeting on 25 February 2020, Council agreed to establish a £1m reserve to support the costs of climate change. Details of spend to date on both revenue and capital costs are set out in section 8.0 of the report.</p> <p>The costs of the Climate Change Programme Manager have been met from the £1m reserve. However, from 2025/26 onwards this will be reviewed as part of the 2025/26 budget setting process.</p>	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	<p>All decisions arising from the implementation of the action plan must comply with the Council's established governance and decision making processes. The project team will seek legal advice on specific aspects of the action plan on a case by case basis.</p>	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	<p>Staffing implications will be an intricate part of each project's business case. The Council's ambition is to achieve net Zero Carbon by 2030 for the Council, by 2050 for the District. This is reflected in the Council Delivery Plan 2023-2028.</p>	
	Signed off by the Head of Paid Service: Yes	
Reason Agenda Item Submitted to Scrutiny	To provide an update on the Council's Zero Carbon Roadmap and Action Plan and seek comments on the year five action	

Committee	plan priorities.
Recommendations	<p>THAT CORPORATE SCRUTINY COMMITTEE COMMENTS ON:</p> <ol style="list-style-type: none"> 1. THE PROGRESS THAT HAS BEEN MADE WITH YEAR FOUR OF THE ZERO CARBON ROADMAP. 2. THE ACTIONS BEING PROPOSED FOR YEAR FIVE OF THE ZERO CARBON ROADMAP PLAN.

1.0 BACKGROUND

- 1.1 North West Leicestershire District Council (NWLDC) declared a climate emergency on 25 June 2019 and is one of over 300 UK local authorities to do so.
- 1.2 The Zero Carbon Roadmap and Action Plan was adopted by the Council on 31 March 2020. The Action Plan summarises recommended activity to achieve the ambition of a net Zero Carbon Council by 2030 and a net Zero Carbon district by 2050.
- 1.3 The Zero Carbon Roadmap estimated, from a baseline of 2016, that the emissions from Council owned assets of 18,000 tCO₂e represent just 1.5% of the total emissions of the North West Leicestershire (NWL) district. This is dominated by the buildings owned by the Council. Whilst tackling the emissions from the Council's own operations is an imperative, the scale of the emissions from the wider district highlights how important it is for the Council to show leadership to influence wider district emissions.
- 1.4 The target for the Council's operations to be net zero as set out in paragraph 1.2 is highly challenging and the Council cannot achieve this alone. The Council, in its civic leadership role, has a responsibility to lead in this area to help ensure that NWL recognises and embraces the crucial activity required to meet the challenge.
- 1.5 The [Council Delivery Plan 2023-2028](#) identifies one of the four priorities as "clean, green and Zero Carbon.....looking after the environment we live in". A key aim is "We will aim to be carbon neutral as a council by 2030 and a district by 2050". It will also potentially need significant resources, and this is a key piece of data that is currently being developed as part of the Council's asset management and fleet management plans.

2.0 ZERO CARBON ROADMAP KEY THEMES

- 2.1 The Zero Carbon Roadmap is divided into distinct activity groups which are set out in the table below.

Buildings	Forestry & Land Use
Power	Industry
Waste	Aviation
Transport	F-gases

- 2.2 North West Leicestershire district emissions are dominated by transport, buildings, and industrial installations.

- 2.3 Council emissions are estimated at 2 ktCO_{2e} for Council operated buildings and vehicle fleet; and a further 16 ktCO_{2e} for council homes, leased buildings and leisure centres, The total 18 ktCO_{2e} equate to 1.5% of the total estimated emissions of 1,281 ktCO_{2e} for the NWL district.
- 2.4 The Council can directly influence a further 32% of emissions mainly through:
- Planning for new buildings
 - Planning control for new industrial installations and site emissions
 - Electric vehicle infrastructure
 - Waste reduction and diversion from landfill through its involvement in the Leicestershire Waste Partnership.
- 2.5 The initial focus is on the Council's own activities and what direct action it can take. Other categories of activities identified are where the Council can influence and where it can help to facilitate.

3.0 WIDER PERSPECTIVE ON CLIMATE CHANGE

- 3.1 The Climate Change Committee (CCC) is an independent, statutory body established under the Climate Change Act 2008 which has statutory obligations to monitor progress in responding to climate risks and opportunities.
- 3.2 Their latest report was published on 18 July 2024:

“The Climate Change Committee’s assessment is that only a third of the emissions reductions required to achieve the country’s 2030 target are currently covered by credible plans. Our 2030 target is the first one set in line with a Net Zero trajectory.

This news comes against the backdrop of a more positive story – that the country’s emissions are now less than half the levels they were in 1990. This is largely due to the phase out of coal and the ramping up of renewables. This project has been a huge success – but to continue to decarbonise the UK we will now need to see ambitious action not just in the energy sector, but also across transport, buildings, industry and agriculture. The plans in place from the previous Government will not deliver enough action.”

- 3.3 The CCC has published a priority list of ten recommendations, including to make electricity cheaper, reverse recent policy rollbacks and accelerate rates of tree planting and peatland restoration.
- 3.4 The CCC notes that much of the low carbon technology needed is already available but that rates need to significantly increase; offshore wind by three times, on short to double and solar installations increase by five times; approximately 10% of UK homes will need to be heated by a heat pump (versus 1% today) and electric cars need to increase their market share from 16.5% in 2023 to nearly 100%.
- 3.5 Following the recent parliamentary election, the new Secretary of State for Energy Security and Net Zero, has laid out priorities including boosting energy independence through clean power, upgrading homes and cutting fuel poverty and reforming the energy system., however, it is too early to say whether further funding to support net zero ambitions of local authorities will be made available.

4.0 WORKING COLLABORATIVELY ON CLIMATE CHANGE

4.1 The challenges of the Zero Carbon Roadmap are similar across the county of Leicestershire. Working collaboratively enables partners to learn from each other and achieve more together. This approach has enabled the Council to take part in activities and deliver projects that the Council would not be able to undertake on its own.

4.2 Green Living Leicestershire Partnership

4.2.1 Leicestershire District Councils together with Leicestershire County Council have an established environmental group which is currently chaired by the Chief Executive of Oadby and Wigston Borough Council. In 2022, the “Green Living Leicestershire” (GLL) partnership was created; an officer led and chief executive supported mechanism to undertake joint zero carbon related projects together across the county.

4.2.2 The GLL partnership is currently working together on Sustainable Warmth, a grant funded retrofit programme to improve energy efficiency of private homes (Home Upgrade Grant), a home energy retrofit offer (HERO) to provide advice on energy improvements as well as Solar Together, a group buying scheme, solar PV hub electric vehicle charging project and a joint approach to community engagement. A net zero toolkit has also been developed to help support community groups to reduce carbon emissions in their local area. It is a collaborative approach, sharing best practice, pooling resources and learning together.

4.2.3 The group is also supporting Leicestershire CAN (Collaborate to Accelerate Net Zero), funded by Innovate UK, which is looking at a whole-systems approach to decarbonisation and breaking down non-technical barriers to the delivery of net zero to enable accelerated delivery of projects through harnessing the collective power of collaborative working. The four workstreams are governance, decarbonisation pathway plan, community energy and an advisory service.

4.3 Midland Net Zero Hub (MNZH)

4.3.1 MNZH supports public sector organisations across the Midlands to identify and develop local net zero and energy strategies and projects.

4.3.2 MNZH led a consortium bid for Sustainable Warmth retrofit funding which then awarded funding to district councils – the second Home Upgrade Grant scheme for off-gas properties is still in operation.

4.3.3 It is supporting GLL with a solar PV hub electric vehicle charging project.

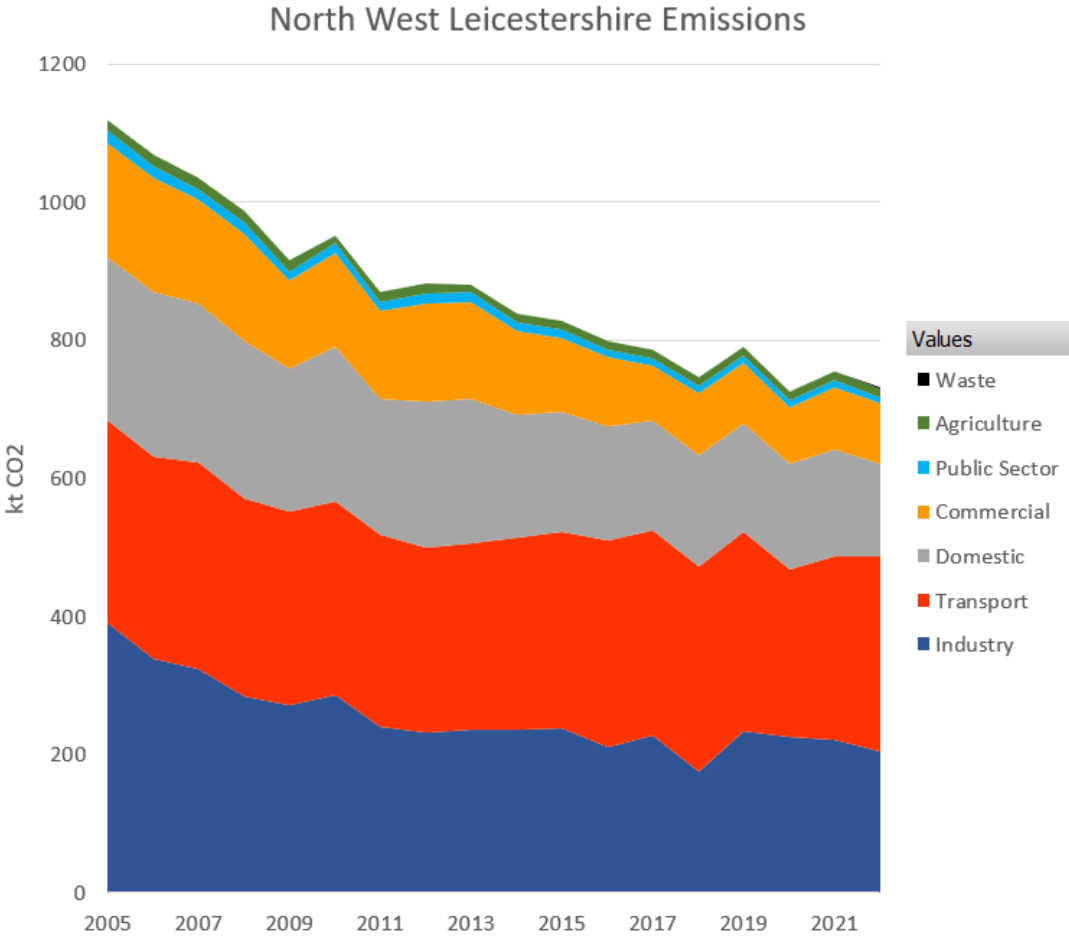
4.3.4 Through initial work with the Council and Everyone Active, MNZH has secured grant funding to work with Leicestershire District Councils and Everyone Active on a toolkit to help decarbonise leisure centres. This project is underway.

5.0 EMISSIONS MEASUREMENT

5.1 Information on measuring methodologies and detailed breakdown of the reporting developed is outlined in Appendix Two.

5.2 UK Government Department for Energy Security and Net Zero (DESNZ) carbon emission factors is the source for UK district level emissions. This data has been produced two years in arrears since 2005 and is refreshed annually based on current methodology. Data is based on territorial CO₂ emissions, those that occur within NWL borders.

5.2.1 The NW Leicestershire district level data indicates the following reductions between 2005 and 2022. Additional reporting is available in Appendix Two.



5.3 For the Council's reporting, the Local Partnerships greenhouse gas accounting tool is used to report on direct emissions. It is based on the DESNZ (formerly BEIS) carbon emission factors.

5.3.1 Additional reporting is provided in Appendix Two including explanation of scopes and emissions measurement methodology.

5.3.2 Scope 1 and 2 emissions, which are the focus for 2030, have reduced by 10% versus last year. Scope 1 are the emissions that the Council makes directly (e.g. gas boilers, vehicle fuel); Scope 2 are the emissions that the Council makes indirectly (e.g. electricity). Scope 3 are the emissions the Council is indirectly responsible for (e.g. procurement of products). Further information is available in Appendix Two.

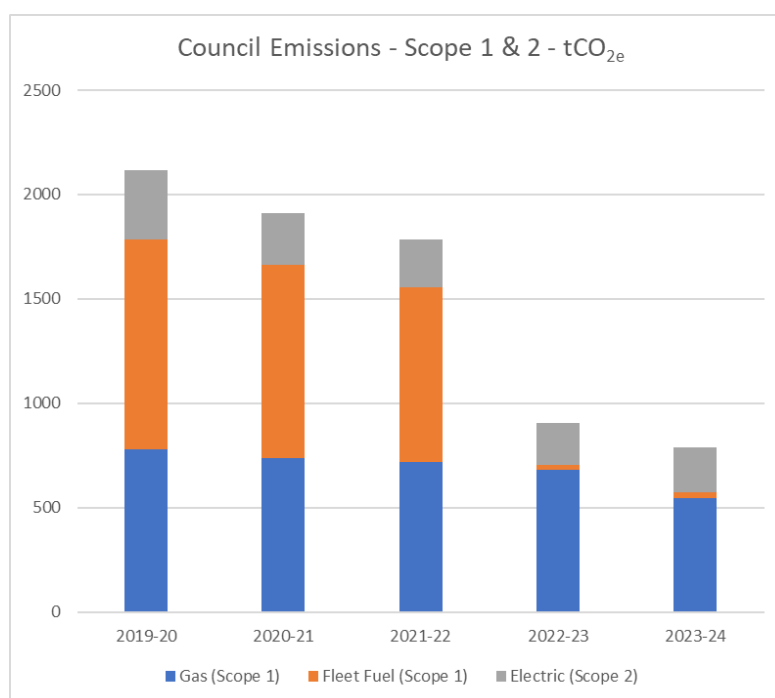
5.3.3 The biggest change in 2023-24 is driven by a 17% reduction in gas usage due to the Accommodation Project move to Whitwick Business Centre.

5.3.4 Electricity usage has increased, by 9%, a small element of which relates to charging of the electric fleet.

5.3.5 Summary of direct and energy indirect emissions in the table below:

GHG emissions tCO ₂ e	Sector	2023-24	2022-23	% Change 23/24 v 22/23	2021-22	% Change 22/23 v 21/22	2020-21	% Change 21/22 v 20/21	2019-20	% Change 20/21 v 19/20	% Change 23/24 v 19/20	Difference 23/24 v 19/20
Scope 1 - Direct Emissions	Total	592.1	704.2	-16%	1554.9	-55%	1670.3	-7%	1783.6	-6%	-67%	-1191.5
Gas	Buildings	566.9	679.12	-17%	716.4	-5%	738.0	-3%	779.8	-5%	-27%	-212.9
Diesel, HVO	Fleet	25.3	25.1	1%	838.5	-97%	932.3	-10%	1003.8	-7%	-97%	-978.5
Scope 2 - Energy indirect	Total	219.6	201.3	9%	228.7	-12%	251.4	-9%	335.2	-25%	-34%	-115.5
Purchased electricity	Buildings	219.0	201.3	9%	228.7	-12%	251.4	-9%	335.2	-25%	-35%	-116.2
Purchased electricity	Fleet	0.6	0.0	-	0.0	-	0.0	-	0.0	-	-	0.6
Total Scope 1 & 2 Emission	Total	811.8	905.5	-10%	1783.6	-49%	1921.7	-7%	2118.8	-9%	-62%	-1307.0
Scope 3 - Indirect Emission	Total	49.6	49.0	1%	50.2	-2%	46.7	7%	78.3	-40%	-37%	-28.7
T&D Loss - electricity*		20.0	19.8	1%	21.3	-7%	21.7	-2%	28.7	-24%	-30%	-8.8
Business mileage		29.7	29.2	2%	28.8	1%	25.0	15%	49.6	-50%	-40%	-19.9

* T&D Loss is the difference between the electricity supplied and the electricity converted into useful power



5.3.6 Changes in this year's reporting include addition of gas oil (Scope 1) and LPG (Scope 1), used to heat the fleet workshop and the exclusion of electricity related to EV charging in the public car parks (this is reported in Appendix 2).

5.3.7 Two Scope 3 emissions (i.e. emissions that the Council is indirectly responsible for – further information is available in Appendix Two) have been added - business mileage and the transmission and distribution loss ("T&D loss" associated with electricity, the difference between the electricity supplied and the electricity converted into useful power). All data sets have been refreshed since 2019/20 to reflect these changes. Data is sourced from the Council's invoices for utilities, fuel usage and mileage claims.

- 5.3.8 As emissions reporting expands to report on more categories, or where property portfolios or fleet numbers change, this may result in an increase in reported emissions at total level but could reflect an improvement on prior year on a like-for-like basis.

6.0 YEAR FOUR UPDATE

- 6.1 Key achievements include the ongoing delivery of the Fleet Management Strategy with the arrival of more electric vehicles, by the end of the financial year there were 14 in the fleet. The large emissions benefit of the fuel switch from diesel to Hydrotreated Vegetable Oil (HVO) continues (saving 964 tCO_{2e}); further provision of EV charging was installed in the district and local cycling and walking infrastructure plan completed. A flexible plastics recycling scheme was launched alongside the on-going food waste trial. Regular activities such as the free tree scheme continued, together one-off projects such as the planting of a Tiny Forest and Hermitage Eco Park.
- 6.2 Working collectively under the Green Living Leicestershire partnership, the Home Upgrade Grant 2 scheme continued to improve the energy efficiency of off-gas properties, alongside preparation to launch a home energy retrofit offer scheme (HERO) to provide energy efficiency advice. A net Zero Guide was launched to support Town and Parish Councils and community groups. Plans for an EV solar charging hub at Money Hill car park in Ashby are progressing. The Solar Together 2 scheme installations are complete (316 panels and 23 batteries fitted in NWL, saving 565 tCO₂ over 25 years) and a third scheme launches in summer 2024.
- 6.3 Elsewhere, speed of progress has been challenging.
- 6.3.1 For the Council's General Fund building portfolio a corporate asset management toolkit report was agreed by Cabinet in July 2024 alongside for the purchase of a facility management system. These will inform an analysis of all properties for an improvement work programme to be agreed by September 2025 to feed into the budget process for 2026/27.
- 6.3.2 For the Council's housing stock, a new Asset Management and Investment Plan will be completed by the end of 2024/25 and this will provide the foundation for prioritising improvement and decarbonisation works for the budget cycle 2025/26. A programme of retrofit activity is underway. This will assist in working towards achieving net zero for the district by 2050.
- 6.3.3 Future fleet procurement is dependent on the outcome of the Waste Services review and the learnings from the Housing EV vehicle trial. Whilst the six electric vans are in place, the trial has not yet developed as originally envisaged due to complexities around contractual terms and conditions, suitability of properties for home charging and Housing resource. The way to move this forward is being considered as part of a mid-cycle review.
- 6.4 Year Four action plan and progress against each of the actions is set out in Appendix One.

7.0 YEAR FIVE PLANS

- 7.1 The key focus will continue to be on the Council's buildings and asset management plans. Fleet replacement timings will be dependent on the Waste Services review and Housing EV trial.
- 7.2 Year 5 progress will be reported after the end of the financial year, 2024/25, to Corporate Scrutiny.

No.	Sector	Action Plan Year 5 (2024/25)
	Buildings	
1	Housing	Develop an asset and investment plan for the Housing asset portfolio, including decarbonisation activity.
		Develop and deliver a retrofit programme, including decarbonisation improvements and exploration of grant funding applications opportunities
		Complete stock condition surveys, refresh EPCs (100% by June 2025) and build plan to achieve a minimum EPC rating of C by 2030 across the Housing portfolio.
		Develop new homes/new development standard aligned to the Council's zero carbon commitment and Decent Homes Standard 2 once published
		Develop an improvement and decarbonisation work programme for the Housing asset portfolio for budget cycle 26/27 and beyond, including measurement methodology and costs associated with achieving the Council's net zero carbon ambition.
2	Property	Develop and adopt a corporate assessment management toolkit.
		Procure and implement a Computer Aided Facility Management (CAFM) system to provide one stop view of all General Fund properties and the associated data, to support portfolio decision making, including zero carbon/decarbonisation activity.
		Explore opportunities to decarbonise General Fund asset portfolio linked to general maintenance activity.
		Develop an improvement and decarbonisation work programme for the General Fund asset portfolio for budget cycle 26/27 and beyond, including measurement methodology and costs associated with achieving the Council's net zero carbon ambition.
		Demonstrate how regeneration activity has considered zero carbon implications and biodiversity net gain within all projects.
3	Leisure Centres	Together with Everyone Active, continue to drive a reduction in emissions at the Leisure Centres, build the business case to install solar panels and explore funding opportunities to support delivery of energy and carbon reductions.
4	Private Sector	Together with Green Living Leicestershire partnership, deliver the Sustainable Warmth programme (LAD3 on-gas and HUG2 off-gas) to improve the efficiency of some of the worst energy efficient homes in the district.
	Power	
5	Utilities	Develop building level utility usage reporting to identify opportunities to reduce utility consumption at council owned and operated buildings - across gas, electric and water.
6	Planning	Build the council's zero carbon ambition into the substantive review of the Local Plan including renewable energy and energy efficiency standards for new homes.
		Reflect the council's zero carbon ambitions in the Good Design Supplementary Planning Guidance refresh.
		Explore carbon offset options including opportunities for the council to be a biodiversity and carbon offset provider.
		Implement Biodiversity Net Gain legislation requirements and support the development of Local Nature Recovery Strategy (led by Leicestershire County Council) to increase the biodiversity of our district.
7	Solar Together	Support the delivery of the third Solar Together group buying scheme to assist householders and small businesses to install solar PV and battery storage.
8	Energy Switch	Refresh the contract and support the delivery of the Energy Switch group buying scheme to assist householders to switch to renewable energy.

9	Mine Water	Continue to explore mine water feasibility. (This technology could provide low carbon, low cost heat from water from dis-used mines underneath Coalville with the potential to feed the new Leisure Centre, Stephenson College and the Council offices.)
	Waste	
10	Waste Services	As part of the Waste Services review, reflect all relevant actions from the Zero Carbon Roadmap and Action Plan. Continue with the food waste collection trials and prepare for legislative changes to roll out district-wide collections by April 2026.
	Transport	
11	Fleet	Continue to roll out the Fleet Management Strategy, including fleet replacement and infrastructure as identified by the Waste Services review and Housing EV trial. Develop a plan for budget cycle 26/27 and beyond, including measurement methodology and costs associated with achieving the Council's net zero carbon ambition.
12	Cycling & Walking	Deliver the cycling & walking "quiet lane" improvements in Kegworth. Work with County to support the development of the NWL element of Leicestershire Cycling & Walking Infrastructure Plan with a view to being able to access Active Travel England funding to be able to deliver elements of NWL LCWIP. Develop local infrastructure plans and priorities to build connectivity improvements, as per the Cycling & Walking Plan.
13	EV charging	Support the Installation of a solar EV charging hub at Moneyhill car park, Ashby working with Green Living Leicestershire partnership and Midland Net Zero Hub. Explore EV charging opportunities across the council's property portfolio, including HRA.
	Other	
14	Finance	Develop a "cost of net zero" plan for budget cycle 26/27 and beyond, including measurement methodology and costs associated with achieving the Council's net zero carbon ambition.
15	Procurement	Refresh the Procurement Strategy aligned with the Council's zero carbon ambition
16	Reporting	Establish approach to explore Scope 3 emissions (indirect, supply chain related) reporting, to shape the council's procurement policies and influence spend
17	Air Quality	Continue delivering air quality action plan
18	Biodiversity	Continue free tree scheme, planting trees and support communities with grants Continue to deliver elements of Hermitage Recreation Ground Eco Park and improve biodiversity working with the National Forest and Woodland Trust Develop Tree Management Strategy for the planting and management of the Council's tree stock.
19	Engagement	Work in conjunction with Green Living Leicestershire to develop district engagement opportunities.
20	Governance	Explore the Council's current baseline status against ISO14001 principles and draft a corporate Environmental Policy

8.0 FINANCIAL IMPLICATIONS

8.1 Zero Carbon Reserve

8.1.1 Each activity will be supported by a detailed business case to assess the affordability and deliverability of a potential project on a case-by-case basis. In addition, grants and funding options will be explored. At its meeting on 25 February 2020, Council approved the establishment of a climate change reserve with a total allocation of £1m, apportioned into £0.885m for revenue and £0.115m for capital.

8.1.2 The Zero Carbon Roadmap Financial Summary for Year Four (2023/24) is set out below showing cumulative spend against £1m initially allocated. Further capital spending has been agreed to be funded from the £0.885m revenue allocation:

Zero Carbon Reserve - Draft 23/24 Outturn & Budgets	TOTAL
Original Funding Allocation - Revenue	£885,000
Revenue used to fund Zero Carbon Capital Schemes	-£98,184
Total Revenue Project Funding	£786,816
<u>Revenue Projects - Actual Spend</u>	
Staffing	£232,340
Working Budget	£13,328
Food Waste Trial (Measham & Coalville)	£77,095
Fleet Strategy Consultants (57% contribution)	£12,284
Solar PV specification for Leisure Centre	£999
Total Expenditure	£336,046
<u>Revenue Projects - Budgeted</u>	
Staffing (24/25)	£67,570
Working Budget (24/25)	£10,020
Food Waste Trial (Measham & Coalville)	£28,905
Mine water Feasibility study	£50,000
District level resident/housing data	£10,000
Indirect emissions (Scope 3) evaluation	£15,000
Solar PV specification for Leisure Centre	£9,001
Development of works specification to decarbonise buildings portfolio	£20,000
EV charging location plans	£10,000
Biodiversity related activity	£20,000
Budgeted Expenditure	£240,496
Original Funding Allocation - CAPITAL	£115,000
External Funding - External Grant for EVCP (OLEV/EST)	£122,053
Capital Schemes Funded from Zero Carbon Reserve (Revenue)	£98,184
Total Capital Funding	£335,237
<u>Capital Projects - Actual Spend</u>	
Electric Vehicle Charging Points	£227,165
LED lighting for car parks (funded from revenue allocation)	£42,812
Total Expenditure	£269,977
<u>Capital Projects - Budgeted</u>	
Electric Vehicle Charging Points	£9,888
EV charging infrastructure/strategy (funded from revenue allocation)	£50,000
LED lighting for car parks (funded from revenue allocation)	£5,372
Budgeted Expenditure	£65,260
Remaining Earmarked Reserve	£210,275

8.1.3 Funding of the Climate Change Programme Manager role from 2025/26 onwards will be reviewed as part of the 2025/26 budget process.

8.1.4 It was originally agreed by Cabinet in March 2020 that the role would be funded for three years from the Climate Change Reserve. This timescale was extended to cover 2023/24 (part year) and 2024/25 (full year).

9.0 RISK IMPLICATIONS

- 9.1 Risk Management has been and will continue to be a central consideration of each action's business case. Affordability will be a central concern as will the availability of technology that can deliver the required low emission solutions. Investment decisions, including for the Council's buildings portfolio and fleet, will follow the relevant Council's governance processes.
- 9.2 The achievement of net zero by 2030 for the Council's operations has been included in the Corporate Risk Register as a key risk.
- 9.3 Concerns include lack of funding to achieve a net zero solution, reputational damage of not achieving the Council's commitment to net zero and recognition that delivering the district target of 2050 is beyond the Council's control.

Policies and other considerations, as appropriate	
Council Priorities:	Developing a clean and green district
Policy Considerations:	Zero Carbon Roadmap and Action Plan Local Plan
Safeguarding:	N/A
Equalities/Diversity:	An impact assessment will need to be carried out as part of each project's business case as appropriate, as has been the case with the food waste trial.
Customer Impact:	Communities, council tax and businesses in the district will be engaged on the roll out of the programme, as with the net zero guide for parish councils and communities
Economic and Social Impact:	This will be a key aspect of each business case to assess not only the financial impact of intervention but the wider benefits.
Environment, Climate Change and zero carbon:	The adoption of the Zero Carbon Roadmap and associated Action Plan sets out the Council's future approach to addressing the climate emergency.
Consultation/Community Engagement:	Communities and businesses will be engaged on the roll out of the programme.
Risks:	Covered under Section 9 of this report.
Officer Contact	Paul Sanders Head of Community Services paul.sanders@nwleicestershire.gov.uk

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**NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL
CORPORATE SCRUTINY COMMITTEE
THURSDAY 29 AUGUST 2024**

ZERO CARBON REPORT

APPENDIX ONE – Summary of Year Four activity

No.	Sector	Action Plan Overview	Update
	Buildings		
1	Social Housing	<p><i>The actions below are all drawn directly from the Housing Asset Management Plan approved by Cabinet in July 2022 and included given the scale of the contribution of social housing to the Council's carbon footprint.</i></p> <p>Start retrofitting green measures to existing housing owned by the Council or through the Asset Management Plan process consider demolition /or rebuild opportunities to improve the building energy efficiency (including insulation, improving air tightness, mechanical ventilation with heat recovery, air source heat pumps, solar PV) targeting high emission homes first and including pilot projects to establish costs and risks of a potential wider roll out throughout the district.</p> <p>Set best practice energy standards of future housing built or acquired by the council, or on council land. This should be consistent with the recommendations of the Committee on Climate Change (CCC). Report on the future of housing (i.e. space heating demand < 15-20 kWh/m2.yr). PassivHaus or equivalent should be considered and an assessment against Net Zero Carbon should be required.</p> <p>Set best practice energy standards of new buildings built or acquired by the council. This will be consistent with BEIS energy mission to halve energy use in new buildings. PassivHaus or equivalent will be considered and an assessment against Net Zero Carbon will also be undertaken.</p> <p>Continue to reduce the Council's carbon emissions and to achieve a minimum Energy Performance Certificate (EPC) rating of C by 2030 for all homes, seeking funding to support this with alternative options explored where this is not feasible.</p> <p>Review all data available to confirm low efficiency homes through EPC data, future capital works due to the fabric of the building and construction types. A risk rating will be produced against each property which will assist the Council in bidding for future grants to install green measures.</p>	<p>-</p> <p>The Council continues to take a fabric first, whole house solution working together with Housing's contracted retrofit partner. In 2023/24 the following measures were installed - 2 air sourced heat pumps, 28 loft insulation & 112 top ups, 48 low energy lighting, and 24 Solar PV.</p> <p>The improvement plan includes the use of funding from the Social Housing Decarbonisation Fund (2.2). The Asset Management Plan is due for renewal and following stock surveys of significant levels of the housing stock is programmed to be updated in Q4 2024/5.</p> <p>A revised new build/new development standard is under development. This work will continue into next year.</p> <p>The commitment to all EPCs being rated C or above by 2030 is unchanged. The plan is for all EPCs to have been refreshed by June 2025. Stock condition surveys are currently being undertaken which will inform the asset and investment plan and shape any funding bids.</p>

		Review current EPC ratings and determine if these are accurate based on information we hold on similar properties where an EPC has been completed within the last two years. This will help in reclassifying EPC ratings where they are incorrect. New EPCs will be completed to ensure there is an accurate information to inform future bids.	
		Develop a programme to replace all inefficient car park lighting schemes in the council's HRA-owned land. This will include a programme to replace existing lighting with efficient LEDs, and improve controls to save energy in the longer term.	It has been determined that some car parks do not have any lighting and others are lit by Leicestershire County Council (LCC) Highways. This lighting review will be built into the wider asset and investment plan.
2	Property	Develop a full commercial Property Asset Management Plan to drive energy efficiency improvements across the portfolio and inform and shape the capital plan	An asset management tool kit has been developed and the procurement of a computer aided facilities management (CAFM) system is planned to go to Cabinet in July 2024. The system data will enable informed decisions about which assets retention and asset improvement including to energy efficiency and the wider zero carbon agenda.
		Explore options for retrofitting of technology that will generate power at a lower carbon cost, including the Accommodation project	As part of the Accommodation options were considered but some were restricted by funding - both Whitwick Business Centre and Stenson House had some LED lighting improvements. Other reactive work opportunities continue to be explored.
		Build better understanding capacity of the infrastructure networks around our buildings to support a switch to lower carbon power sources and EV charging at commercial properties.	Most of the property portfolio has limited electric supply capacity and new supplies would be required to support EV charging, as per the installation at Whitwick Business Centre.
		Regeneration activity will consider zero carbon implications and biodiversity net gain within all projects.	Works at Marlborough Centre and the Memorial Workspace at Wolsey Road are both undergoing works in order to meet the latest building regulations. Other projects at earlier stages of implementation will continue to explore the zero carbon related opportunities available.
		Develop improved reporting to demonstrate emission benefits from property improvements	This has been tracked by EPC improvements as certificates are refreshed, but going forwards, will be reported via the proposed CAFM system.
3	Leisure Centres	Together with Everyone Active, continue to drive a reduction in emissions at the Leisure Centres, build the business case to install solar panels and explore funding opportunities to support delivery of energy and carbon reductions.	The Council's leisure partner, Everyone Active (EA), continue to take a proactive approach to reducing emissions at the leisure centres. Actions taken include ongoing staff awareness sessions, the refining of Building Management Systems, the introduction of a staff carbon reduction monthly reward scheme, and the introduction of a Green Travel Plan. A funding bid application to Sport England for just under £250,000 to install solar panels at Whitwick and Coalville Leisure Centre has been provisionally successful, and the potential installation of solar panels at Ashby Leisure Centre and Lido has been included as a provisional item in the Capital Programme. In addition, EA have engaged a consultant, Leisure Energy, to undertake a leisure centre decarbonisation audit at Ashby Leisure Centre and Lido.

4	Private Sector	Together with Green Living Leicestershire partnership, deliver the Sustainable Warmth programme (LAD3 on-gas and HUG2 off-gas) to improve the efficiency of some of the worst energy efficient homes in the district.	<p>The LAD3 (on-gas) scheme is now complete. The follow on off -gas scheme, HUG2, is still underway. This is a two-year scheme targeting a fabric first approach. Whilst in most cases there is a qualifying maximum household income level and the property has to be rated EPC D or below, there are some government-set postcodes which do not need to meet the income criteria.</p> <p>Running in parallel to this scheme is a "Home Energy Retrofit Offer" (HERO) which provides support to eligible residents living in inefficient homes and offers tailored support via home visits to access grant funding or assess their homes for suitable improvements.</p>
	Power		
5	Utilities	Develop a utilities strategy.	The procurement of utilities has been focused on availability, stability, continuity of supply requirements and competitive pricing. The focus has been on monitoring the gas market after the contract ended and aligning the expiry dates of both the gas and electric contracts to end March 2025 in preparation of a long-term deal now the market rates have settled.
		Continue to review usage data/property EPCs to identify opportunities to reduce consumption at council owned and operated buildings.	Work has been undertaken to review electrical meter to ensure all supplies remain relevant alongside fitting automated meter readings across the portfolio. Reporting options will be explored via the proposed CAFM system.
6	Planning	Build the council's zero carbon ambition into the substantive review of the Local Plan including renewable energy and energy efficiency standards for new homes.	The new Local Plan includes draft policies on Renewable Energy (including targets for solar and wind energy generation) and Reducing Carbon Emissions which seeks to ensure that new development addresses the need to reduce carbon emissions.
		Reflect the council's zero carbon ambitions in the Good Design Supplementary Planning Guidance refresh.	Work is ongoing on the Good Design Supplementary Planning Guidance which is due to be adopted in Q4 2024/25
		Explore carbon offset options including opportunities for the council to be a biodiversity and carbon offset provider	Draft Local Plan Policy AP4(2) includes reference to the Council's carbon offset fund and sets out the circumstances where a financial contribution would be required. The Draft Local Plan acknowledges that further work needs to be done on the feasibility of setting up a carbon offset fund.
		Implement Biodiversity Net Gain legislation requirements (from November 2023) and support the development of Local Nature Recovery Strategy (lead by Leicestershire County Council)	The requirements for Biodiversity Net Gain (BNG) for planning applications are detailed on the planning and development section of our website. The draft Local Plan includes a policy in respect of BNG which reflects national policy and sets out the key priorities for achieving BNG.
7	Solar Together	Support the delivery of the second Solar Together group buying scheme to assist householders and small businesses to install solar PV and battery storage	<p>In the second Solar Together scheme with iChoosr in 2023, there were 3637 registrations of interest across Leicestershire, and a total of 215 installations completed along with 8 battery retrofits. This is a resident investment in renewables of over £2.2 million with estimated savings of CO2 of 4,753 tonnes over 25 years.</p> <p>Within NWL there were 385 expressions of interest and 26 solar PV installations across NWL (316 panels), 23 of which had batteries fitted; estimated savings of CO2 of 565 tonnes over 25 years.</p> <p>The scheme is run collectively under the GLL partnership and referrals from the scheme are used to fund the costs of targeting data and mailshots. A</p>

			third scheme, Solar Together 24, will be launching in Summer 2024.
8	Energy Switch	Support the delivery of the Energy Switch group buying scheme to assist householders to switch to renewable energy	Whilst the initial contract has ended, the Council is signing up to continue to support this scheme and a new contract is in hand. There are no schemes currently running due to the changes in the energy market but the indication is an auction may run in late 2024 giving residents the opportunity to benchmark their current utility costs.
9	Mine Water	Continue to explore mine water feasibility - this technology could provide low carbon, low cost heat from water from dis-used mines underneath Coalville with the potential to feed the new Leisure Centre, Stephenson College and the council offices.	An initial meeting was held with the Coal Authority to update on licence status and options to explore the opportunity to heat Whitwick and Coalville Leisure Centre (and other buildings) with mine water heating. Midland Net Zero Hub has also been approached and offered to provide advice and support. The mine water project will start with initial investigation of the below ground status, a quotation has been requested from the Coal Authority. This will be a long term project.
	Waste		
#	Recycle more	Refresh the Recycle more plan incorporating all relevant actions from the Zero Carbon Roadmap and Action Plan.	A wider review of Waste Services began in May 2023 and is still continuing. When completed it will shape the refresh and development of the Recycle more plan which will also incorporate the relevant actions from the Zero Carbon Roadmap and Action Plan.
		Develop key performance indicators for waste, recycling and emissions to monitor progress and impact of the Recycle more refresh	In February 2024, Defra confirmed the household recycling rate for 2022/23 was 43%. Compared to 2021/22, this was a fall of 3.6% due to the hot summer experienced in 2022, resulting in 1,836 tonnes less of garden waste collected compared to 2021/22. All of the councils in Leicestershire experienced a fall in the recycling rate, with the exception of Leicester City Council and NWLDC has the second highest recycling rate in Leicestershire. However, the amount of household waste (recycling, garden waste and refuse) collected per person has reduced by 36.7 kg from 410.1 kg to 373.4 kg, which was the largest decrease in Leicestershire. Also, the amount of residual (non-recyclable) waste collected per household has reduced by 22.2 kg from 487.2 kg to 465.1 kg.
		Continue with the food waste collection trials and prepare for legislative changes and funding to facilitate district-wide collections.	The food waste collection trial for 4,000 households continues. Since April 2023 to January 2024, 165 tonnes have been collected, representing a carbon saving of 124 tonnes / tCO2e. In January 2024, Defra confirmed the capital funding available for food waste collection vehicles and food waste containers. Officers are carrying out a cost analysis to confirm if the funding is sufficient. Defra have not yet confirmed the revenue funding which will be made available to councils for food waste collections. Defra requires councils to provide food waste collections to all households from April 2026.

	Transport		
11	Fleet	Continue to roll out the Fleet Management Strategy, including fleet replacement, infrastructure and housing trials.	<p>There are now 14 electric vehicles in the fleet at the end of 2023/24. The pool cars and the enforcement vehicle are welcomed by tyre staff who have to undergo a training session. The parks team has one vehicle with another due shortly and plans to install charging infrastructure at the Parks depot are underway.</p> <p>The Housing trial has been more challenging and has not developed as originally envisaged due to contractual terms and conditions, suitability of properties for home charging and Housing team resource. resource. Charging is taking place at Whitwick Business Centre or Linden Way depot in the meantime.</p> <p>As per the commitment in the Fleet Management Strategy, alternative options to ICE vehicles are explored; towing remains a challenge. The Waste Services review will impact on future fleet requirements.</p>
#	Cycling & Walking	Delivery of cycling & walking in Kegworth.	This work is underway and will continue into next year with focus on "quiet lane" improvements in Kegworth.
		Work with County to support the development of the NWL element of Leicestershire Cycling & Walking Infrastructure Plan with a view to being able to access Active Travel England funding to be able to deliver elements of NWL LCWIP.	The NWL Local Cycling and Walking Infrastructure Plan (LCWIP) has been completed. As part of this, engagement was undertaken with key stakeholders including LCC to refine it into its current version. The document, along with the NWL Cycling and Walking Strategy, will be taken to Cabinet in February 2024 for adoption so it can be included as an evidence base in the new Local Plan. This will out the Council in the best possible position to then be able to access national or other funding streams to be able to deliver improvements as highlighted and prioritised within the LCWIP.
		Complete cycling & walking action plan in Q3 and develop local infrastructure plans and priorities to build connectivity improvements.	
#	EV charging	Complete installation of EV charging at Whitwick Business Centre and install EV charging at Ibstock car park	Both installations have been completed. Ibstock High Street car park was completed in August 2023. Whitwick Business Centre was completed in September 2023 and is utilised for the Council's electric fleet.
		Support the inclusion of EV charging at Money Hill car park.	The Flex D Solar Hub EV charging project has moved from London Road Car Park in Coalville and will now be delivered in Ashby at the new Money Hill Car Park (subject to planning permission) The new car park is due to be constructed and handed over in Q1. Planning permission is due to be submitted in Q4 by the external project team. This is a Green Living Leicestershire partnership project with all the Leicestershire Districts and Boroughs.
		Support the delivery of Flex-D solar hub project at London Road with Green Living Leicestershire partnership and Midland Net Zero Hub.	
		Explore further EV charging opportunities across the council's property portfolio, including HRA.	A consultation exercise is underway with the tenants at The Courtyard to clarify interest in EV charging. There is electrical infrastructure nearby. In Housing, activity has been delayed due to other priorities.
14	Employee Travel	Conclude the review of employee travel and travel expense policy to encourage staff to consider their carbon footprint.	After a review of mileage by team and individual, the decision was taken to not change the structure of mileage expenses. However, the council runs an EV car salary sacrifice scheme which has been promoted internally alongside encouraging staff to use one of the two electric pool cars.
	Other		
15	Finance	Explore how to reflect and embed zero carbon impact in financial decision making, including business cases, budget setting and the capital process, and make	The new capital strategy group is providing the opportunity to consider the zero carbon impact of proposed investments. The transition to Unit 4 has impacted the ability to access up to date spend data

		preparations to explore Scope 3 emissions (indirect, supply chain related) in 2024/25.	to help inform supplier priorities around Scope 3 emissions but will be carried forward into next year.
16	Procurement	Contribute to the Procurement Strategy delivery and zero carbon related elements	Initial work was under taken but with change of leadership, this work will continue into next year.
17	Reporting	Establish approach to explore Scope 3 emissions (indirect, supply chain related) reporting, to shape the council's procurement policies and influence spend	Business mileage has been added into the emissions analysis this year and back dated to 2019. Data on staff commuting is harder and would have to be based on estimates of distance from the relevant office and assumptions about vehicles and frequency of coming into the office. This may be explored in a refresh of a staff travel survey in Q3.
18	Air Quality	Continue delivering air quality action plan	The Air Quality Action Plan has been delivered. An update on Air Quality will be provided to members in June 2024 at Community Scrutiny and then Cabinet in September.
19	Business	Continue to promote zero carbon related activity to local businesses	The approach taken is to signpost businesses to those who are best qualified to provide advice. This year saw a move to a more self-serve web-based arrangement which is consistent with other council services.
#	Biodiversity	Continue free tree scheme, planting trees and support communities with grants	As part of the 2023 Free Tree Scheme, 32,800 trees/hedges were given away, 22,500 to residents who live within the National Forest boundary. In addition, on top of the trees planted at the Hermitage Ecopark, in excess of 40 trees have also been planted within the Coalville area at locations such as Coalville Park and cemeteries. The Green Shoots Scheme helps communities brighten up community areas in the Spring through the planting of bulbs. In 2023/24, over 60,000 bulbs were issued to community groups.
		In partnership with LCC, plant trees on highway verges in Coalville area in Winter 2023/24	LCC has indicated that it is still the intention to plant trees on highway verges at Meadow Lane, Abbots Oak Drive, and Blackwood. However, capacity issues and increased tree works caused by recent storms has put additional pressure on the team meaning there is a risk the works may not be delivered this winter.
		Deliver elements of Hermitage Recreation Ground Eco Park and improve biodiversity working with the National Forest and Woodland Trust funded Tiny Forest	Work on the Ecopark continues. The Tiny Forest has been completed and it's anticipated that over 3,000 additional trees will be planted prior to the end of March 2024.
		Develop Tree Strategy for the planting and management of the Council's Tree stock.	Work on developing the Tree Management Strategy continues. The first draft has been developed and gives detail around how the Council will manage its tree and hedgerow stock as well as the partners the Council will work with to develop tree planting projects, identifying areas where additional trees could be planted, and highlighting tree planting projects and targets to help support the Council's Zero Carbon targets.
21	Engagement	Work in conjunction with Green Living Leicestershire to develop district engagement plan.	Working together with LCC community team, a community net zero guide was launched in July 2023 and promoted to parish councils and other community groups. Links are available on the NWLDC website for easy access. Other opportunities have been to promote key themes and advice at Leicestershire events, for example Health & Wellness event at Whitwick & Coalville Leisure Centre.
22	Governance	Consider the actions necessary for the Council to become ISO14001 accredited and the timescales involved	After consideration, the proposal is to undertake a benchmarking activity to understand how the Council currently performs against the principles of ISO14001. Options are being explored and this activity will continue into next year.

APPENDIX TWO

Members have previously requested that officers consider how they could report the impact of action taken on carbon emissions. This Appendix provides an update on the work undertaken to date.

1. EMISSIONS MEASUREMENT

Measuring emissions is highly complex. At a simple level, usage data can be converted to emissions by applying UK Government Department for Energy Security and Net Zero (DESNZ) carbon emission factors.

Greenhouse gas emissions are divided into difference scopes:

- Scope 1 – the emissions that the Council makes directly
 - e.g. running gas boilers and vehicle fuel
- Scope 2 – the emissions that the Council makes indirectly
 - e.g. electricity to heat or power buildings
- Scope 3 – the most complex, the emissions that the Council is indirectly responsible for up and down its value chain
 - e.g. leased assets, buying products from its suppliers

Greenhouse gas emissions are usually reported in the unit of “CO_{2e}” which is an abbreviation for “carbon dioxide equivalent”. It is recognised as the standard unit to measure and compare emissions from greenhouse gases based on how severely they contribute to global warming. Metrics for CO_{2e} show how much a gas would contribute to global warming if it were carbon dioxide, which is estimated to account for 80% of emissions on average in recent years.

It should be noted that in the future, emissions reporting may expand to report on more categories which may result in an increase in reported emissions at total level but actually reflect an improvement on prior year on a like-for-like basis.

At the Council, an example would be that the Council’s property portfolio could change through acquisition or sale impacting utility usage; but a reduction in usage could also be due to the change to a more efficient, lower carbon heating system.

The aim is to increase awareness of our greenhouse gas emissions, to use data to help influence decision making and to improve emissions reporting. As data collection is improved, further Scope 3 emissions will be considered.

Scope 1	Scope 2	Scope 3
Fuel combustion Company vehicles Fugitive emissions	Purchased electricity, heat and steam	Purchased goods and services Business travel Employee commuting Waste disposal Use of sold products Transportation and distribution (up- and downstream) Investments Leased assets and franchises

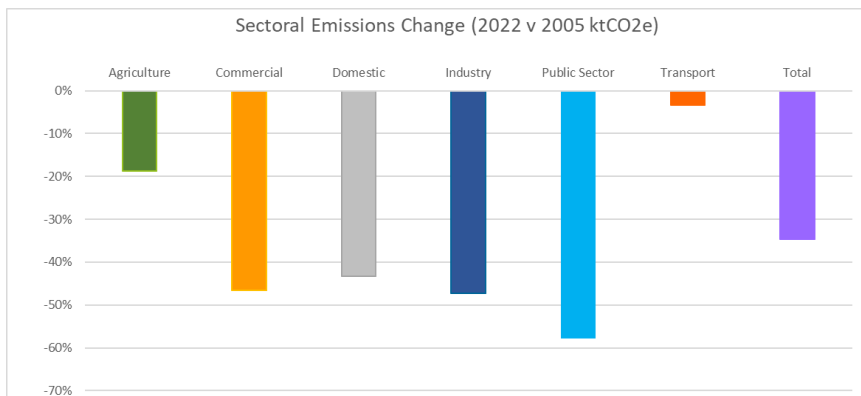
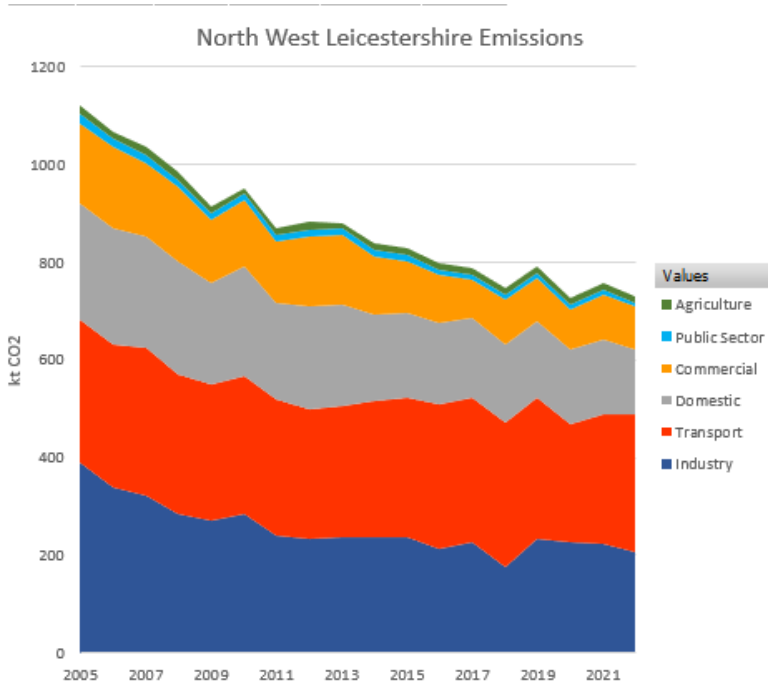
2. DISTRICT EMISSIONS

The Department for Energy Security and Net Zero (DESNZ, formerly BEIS) produces local authority territorial carbon emission estimates data released annually each summer. This data is produced two years in arrears, and is based on territorial CO₂ emissions, those that occur within the district's borders.

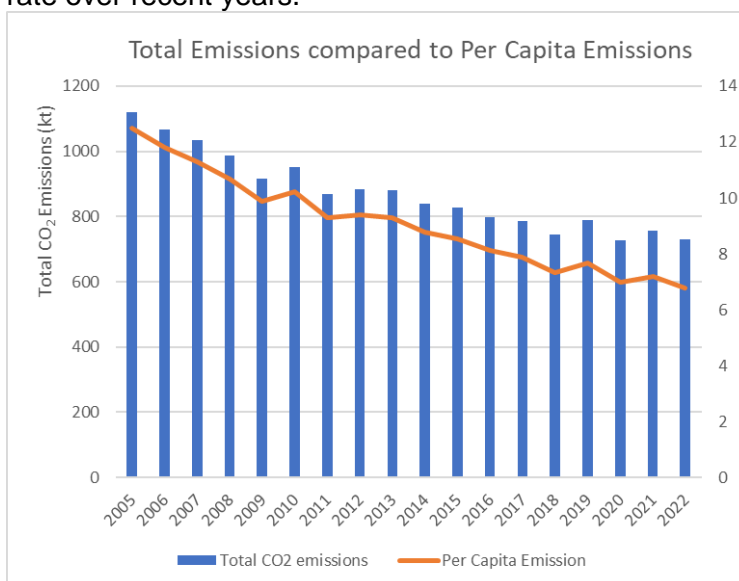
These statistics provide the most reliable and consistent breakdown of CO_{2e} emissions across the country using nationally available datasets going back to 2005. (Source: [UK local authority and regional greenhouse gas emissions statistics - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/statistics/uk-local-authority-and-regional-greenhouse-gas-emissions-statistics))

Each year, North West Leicestershire district emissions will be reported to assess whether carbon reduction is 'on track' using the dataset that DESNZ publishes of emissions within the scope of Local Authorities. The data used excludes emissions that Local Authorities do not have direct influence over – for example, transport motorway emissions are removed.

The data is split by sector and the charts below illustrates the changes between 2005-2022.



Adding in population data indicates that the reduction per capita is improving at a similar rate over recent years.



3. COUNCIL EMISSIONS

3.1. Overview

Local Partnerships has developed a greenhouse gas accounting tool to help councils report emissions, based on the DESNZ conversion factors. It is the tool that the Council has selected to report. The Council's reporting has been completed for the main scope 1 (gas, fleet fuel) and scope 2 (electricity) elements over the last five financial years.

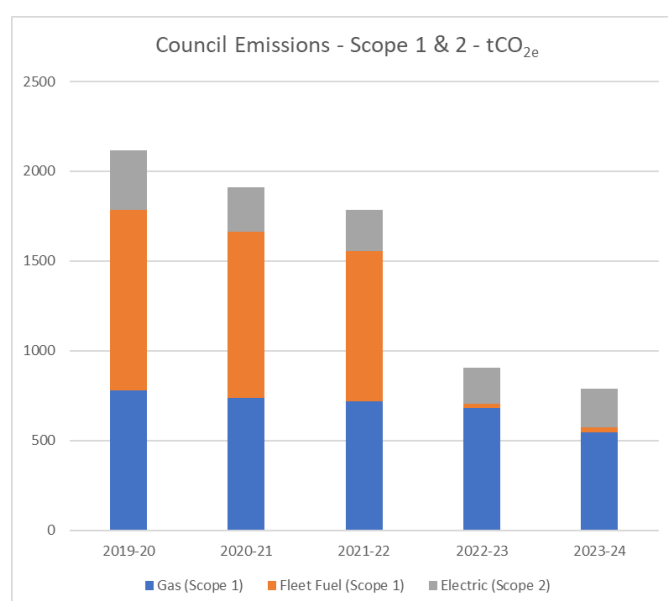
Usage data for utilities has been sourced from the Council's invoices and fleet data has been sourced from fuel systems. Leisure Centre (LC) usage has been excluded from this data as Hermitage LC and Ashby LC and Lido moved to Everyone Active during 2019. Hermitage LC closed in 2022 and Whitwick and Coalville Leisure Centre opened. This reporting will be a future development under Scope 3.

Summary of emissions status:

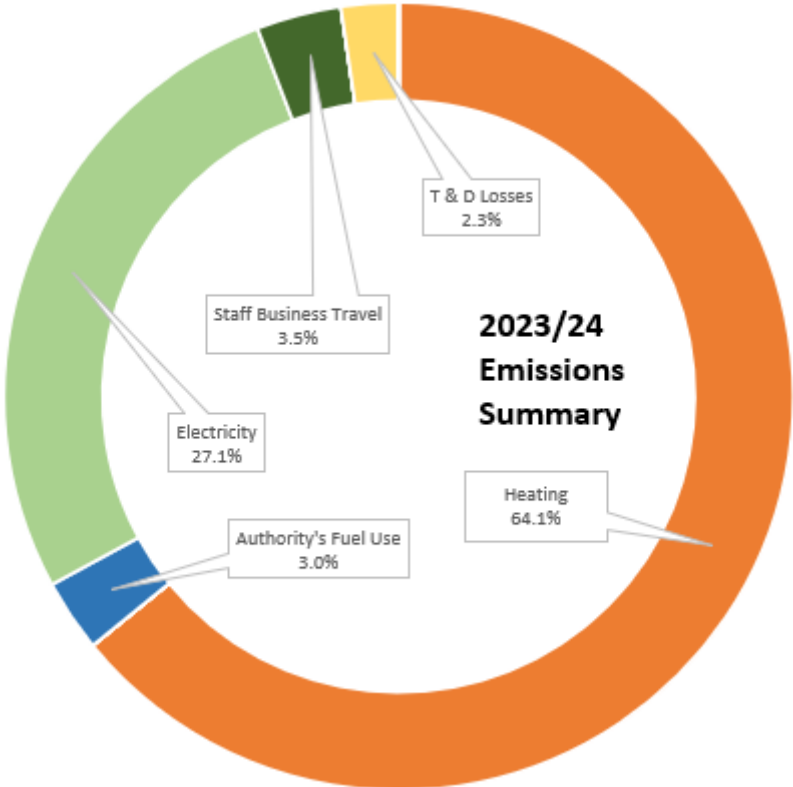
GHG emissions tCO ₂ e	Sector	2023-24	2022-23	% Change 23/24 v 22/23	2021-22	% Change 22/23 v 21/22	2020-21	% Change 21/22 v 20/21	2019-20	% Change 20/21 v 19/20	% Change 23/24 v 19/20	Difference 23/24 v 19/20
Scope 1 - Direct Emissions	Total	592.1	704.2	-16%	1554.9	-55%	1670.3	-7%	1783.6	-6%	-67%	-1191.5
Gas	Buildings	566.9	679.12	-17%	716.4	-5%	738.0	-3%	779.8	-5%	-27%	-212.9
Diesel, HVO	Fleet	25.3	25.1	1%	838.5	-97%	932.3	-10%	1003.8	-7%	-97%	-978.5
Scope 2 - Energy indirect	Total	219.6	201.3	9%	228.7	-12%	251.4	-9%	335.2	-25%	-34%	-115.5
Purchased electricity	Buildings	219.0	201.3	9%	228.7	-12%	251.4	-9%	335.2	-25%	-35%	-116.2
Purchased electricity	Fleet	0.6	0.0	-	0.0	-	0.0	-	0.0	-	-	0.6
Total Scope 1 & 2 Emission	Total	811.8	905.5	-10%	1783.6	-49%	1921.7	-7%	2118.8	-9%	-62%	-1307.0
Scope 3 - Indirect Emission	Total	49.6	49.0	1%	50.2	-2%	46.7	7%	78.3	-40%	-37%	-28.7
T&D Loss - electricity		20.0	19.8	1%	21.3	-7%	21.7	-2%	28.7	-24%	-30%	-8.8
Business mileage		29.7	29.2	2%	28.8	1%	25.0	15%	49.6	-50%	-40%	-19.9

* T&D Loss is the difference between the electricity supplied and the electricity converted into useful power

It is recognised that Covid will have impacted usage both positively and negatively during 2020/21 and 2021/22.

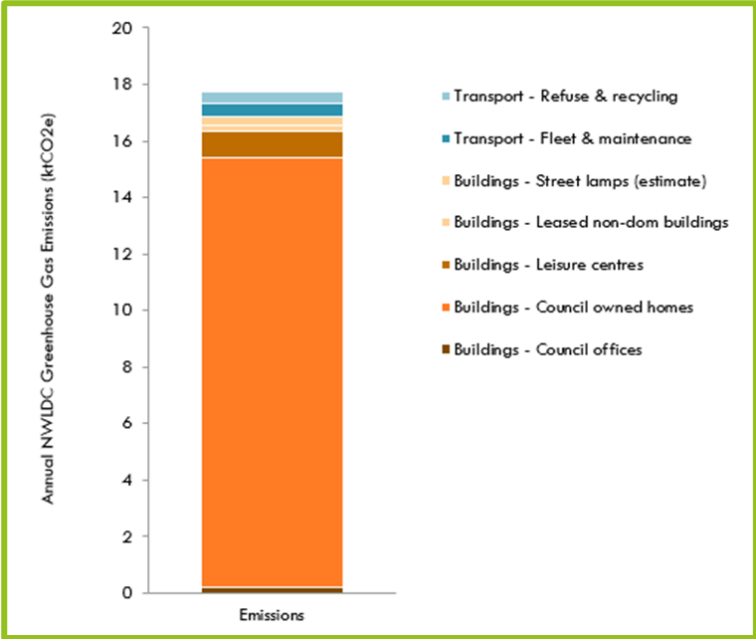


This diagram illustrates the scale of the different emissions in financial year 2023/24.



3.2. Buildings

The Council’s zero carbon roadmap clearly identifies the importance of buildings. The chart below reflects the impact of emissions and shows the scale of the impact of housing (Scope 3 emissions: the Council owns the buildings but does not operate them).



Source: Zero Carbon Roadmap, Etude, Baseline year 2016

Buildings are rated on their energy performance and are issued an “energy performance certificate”, or “EPC”. Behind an EPC grading is a “SAP” rating, a “standard assessment procedure”.



EPC calculations consider the amount of energy used by tracing potential sources of energy loss – for example, to get a good rating, the floors, walls and roof should have good insulation so the heat remains within the building.

The SAP methodology is used by government to assess and compare the energy and environmental performance of buildings. The SAP framework was updated in summer 2022 to reflect the updated Building Regulations Part L and incorporated various changes to the methodology including updated CO_{2e} emissions. This will impact the estimated emissions when some buildings are re-assessed. As EPC are valid for ten years, there will be some lag in the data.

As the energy efficiency ratings of the Council’s own property portfolio improves, there will be emissions saving, however, this will vary on the type of works undertaken and the specific building, This will be impacted by how the occupant of the building operates, and the Council only has access to the data for the buildings it occupies.

The Council can, however, report an estimated before/after status on any improvement works, based on the EPC rating of each building,

Further work is required, together with Property Services and Housing to report on the energy efficiency of the Council’s entire building portfolio across both social housing and commercial operation. Both teams are focused on system improvements and quality data to help prioritise activity.

3.3. EV Charging Summary

There are now seven EV charging points installations across the Council’s car parks with Ibstock the most recent installation. Usage has been growing, although since the charging price increase in January 2023, it has flattened. This will continue to be monitored.

- Ashby - North Street car park (four)
- Castle Donington - Clapgun Street car park (four)
- Thringstone - The Green car park (four)
- Whitwick - Vicarage Street car park (four)
- Coalville - Margaret Street car park (four)
- Measham - Peggs Close (four)
- Ibstock - High Street (four)

The data below is a summary from the usage data. The CO_{2e} savings quoted are based on the assumption of standard electricity, not from a renewal source.

Financial Year	No. of Charges	% Change v PY	Sum of kWh Used	% Change v PY	Sum of tCO _{2e} saved
2019-2020	297		5285		2.96
2020-2021	141	-53%	2029	-62%	1.14
2021-2022	1158	721%	16608	718%	9.30
2022-2023	2581	123%	45045	171%	25.23
2023-2024	2558	-1%	37215	-17%	20.84
Grand Total	6735		106182		59.47

3.4. Recycle more

3.4.1. Recycling Rate

The Department for Environment, Food and Rural Affairs (Defra) confirmed the Council's household recycling rate for 2022-23 was 43.0%.

The recycling rate for 2023-2024 and the amount of residual waste collected per household will not be confirmed by Defra until early in 2025. However, referring to internal data held by Waste Services, the recycling rate compared to 2022-23 is predicted to increase to approximately 45.2%. This is largely as a result of higher tonnages of garden waste collected compared to the prior year.

3.4.2. Waste and Recycling Tonnages

In 2023/24, a very similar tonnage of residual, (black bin) household waste was collected to the prior year; dry recycling was down 3.4% but garden waste bounced back with a 19.6% increase, very similar to 2021-22.

Year / Tonnages	Residual Waste	% change	Recycled Waste	% change	Garden Waste	% change	Total	% change
2019-20	22,002		7,307		11,194		40,503	
2020-21	24,985	13.6%	8,129	11.3%	10,099	-9.8%	43,213	6.7%
2021-22	24,256	-2.9%	8,587	5.6%	11,081	9.7%	43,924	1.6%
2022-23	22,335	-7.9%	7,538	-12.2%	9,252	-16.5%	39,126	-10.9%
2023-24	22,254	-0.4%	7,284	-3.4%	11,068	19.6%	40,607	3.8%

3.4.3. Residual Waste Disposal Method

The method of waste disposal has changed moving away from landfill to incineration.

Year	Waste type	Incineration	Landfill	Refuse Derived Fuel/ Treatment *
2020-21	Household residual waste	63.47%	36.43%	0.10%
2021-22	Household residual waste	65.77%	30.12%	4.11%
2022-23	Household residual waste	82.01%	17.99%	0.00%
2023-24	Household residual waste	99.81%	0.19%	0.00%

* Fuel produced from waste including household residual waste, commercial waste or industrial waste used as a fuel in cement kilns, replacing fossil fuels

The carbon impact of disposing of household residual waste at landfill is higher than incineration. Per tonne of household residual waste, landfill disposal has a carbon factor of 451.82 kg CO_{2e}, versus 382.30 kg CO_{2e} when it is incinerated. However, to reduce the emissions associated with the collection and disposal of household residual waste, ultimately less waste needs to go in the black bin, through prevention of the waste, and maximising the opportunities through the recycling of materials, composting of green waste and anaerobic digestion of food waste.

Further information about carbon emissions is available in section 3.4.5.

3.4.4. Food Waste

The weekly food waste trial started in November 2019 to 2000 households and was extended in Q3 2020 to a further 2000 households, providing the service to 4,000 households. The food waste is sent to an anaerobic digestion facility in Atherstone, where it is turned into biogas, which is used to generate electricity and heat. It also produces a bio-fertiliser for use in farming.

The tonnages collected are converted to emissions savings based on a conversion rate provided by the recognised body WRAP (Waste and Resources Action Programme).

Year	Food waste collected (tonnes)	Food waste carbon saving (tCO _{2e})	% change
2019-20*	41.18	30.89	
2020-21**	96.61	72.46	134.6%
2021-22	209.00	156.75	116.3%
2022-23	208.00	156.00	-0.5%
2023-24	205.00	153.75	-1.4%

* Food waste collected between November 2019 and March 2020 only due to Covid-19.

** Food waste resumed in November 2020 due to Covid-19.

Food waste collections are in place throughout all Council depots, Whitwick Business Centre and the Customer Centre, ensuring the Council is leading by example, maximising recycling opportunities throughout the organisation.

The Environment Act 2021 requires local authorities in England to collect food waste from all households by March 2026. Planning for the district wide roll out is underway.

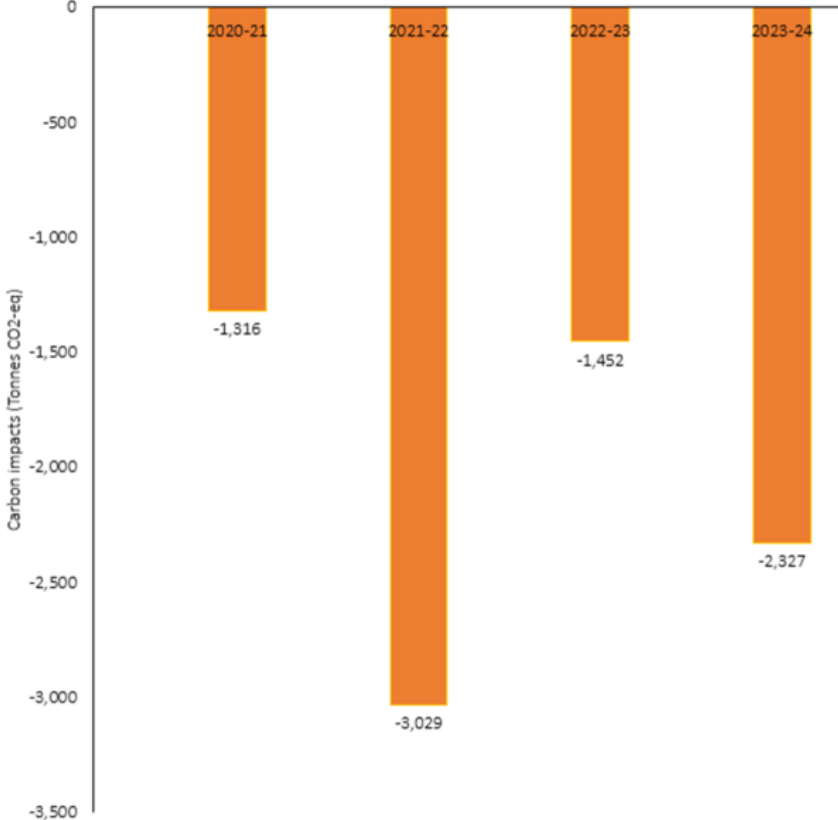
3.4.5. Carbon Calculator and Waste Related Emissions

A carbon calculator has been developed between the Climate Change Programme Manager, Waste Services Development Officer and Frith Resource Management, an environment consultant.

It measures the greenhouse gas and carbon impacts of all waste and recycling materials collected, transported and disposed of by the Council. The data includes all material streams collected from households and commercial premises.

The chart below summarises the carbon impact of collection of waste and recycling materials over the past four years. The data includes all household residual (black bin) waste, garden waste, recycling, food waste, bulky waste (large household items), commercial waste, fly-tipping, street litter and sweepings.

Chart 1 - yearly summary of total carbon emissions savings per year



Comparing the last four years , the recycling, composting and anaerobic digestion of material streams off-sets the impact of residual waste disposal

This trend of direction can be explained due to the following reasons:

- Since January 2021, the Council’s waste collection vehicle fleet switched from diesel fuel to Hydrotreated Vegetable Oil (HVO) which produces 90% less carbon emissions than diesel. This largely contributed to the increase in carbon saving from 1,316 tCO_{2e} in 2020-21 to 3,029 tonnes in 2021-22.
- Over the past four years, an increased proportion of household residual waste has been sent for incineration instead of it being landfilled or sent for refuse derived fuel or other treatment; this can be seen in the tables below. In 2023-24, 99% of household residual waste was sent for incineration.

The carbon impact of disposing of household residual waste at landfill is higher than incineration. Per tonne of household residual waste, landfill disposal has a carbon factor of 451.82kg CO_{2e}, versus 382.30kg CO_{2e} when it is incinerated.

To further reduce the carbon emissions associated with the collection and disposal of household residual waste, the focus needs to be on reducing the volume going into the black bin, through the prevention of the waste, maximising the opportunities through the recycling of materials, composting of green waste and anaerobic digestion of food waste.

2021-2022 saw the largest carbon saving which can be explained by:

- 1,829 more tonnes of garden waste were collected in 2021-22 than in 2022-23 due to the extreme temperatures during summer 2022. For every tonne of garden waste composted, there is a carbon saving of 649 kgCO_{2e}. This largely explains why 1,551 tCO_{2e} more was saved in 2021-22 compared to 2022-23.
- In 2021/22, 8,587 tonnes of material was recycled, which was 1,048 more tonnes than in 2022-23 and 1,303 tonnes more than in 2023-24. This is likely linked to the recent increase in the cost of living, with residents potentially buying fewer goods, resulting in less recyclable packaging being placed at the kerbside for collection. In addition, products and packaging manufactured from recycled materials tend to weigh less. For example, recycled glass is lighter than glass manufactured using virgin materials. Furthermore, companies are reducing the amount of packaging used to protect goods in an effort to reduce costs and lessen their environmental impact.
- Finally, household residual waste has decreased year on year since 2020-21, when it was 24,985 tonnes, This reduction of residual waste often occurs during a cost of living crisis as households purchase less goods and waste less, including food.

3.4.6. Future Legislation

Further carbon savings will be possible as the Environment Act 2021 requires local authorities in England to collect food waste from all households by March 2026. Since the introduction of the food waste trial in November 2019, initially to 2,000 households, then a further 2,000 households in November 2020, 850 tonnes of food waste has been recycled as it has been sent for anaerobic digestion. This represents a carbon saving of 646 tonnes CO_{2e}.

By 2027, the Environment Act 2021 also requires local authorities in England to collect plastic bags and wrapping and tetra paks (beverage and food waste cartons). A trial of plastic bags and wrapping known as 'FlexCollect' began in March 2024 for 6,500 households. To date, 8.3 tonnes has been collected. There are plans to increase the trial to a further 6,000 households in September 2024. Although currently there is no data available regarding the carbon saving of recycling plastic bags and wrapping, it is anticipated it will have a carbon saving, rather than if it was sent for incineration.

The government is also introducing an Extended Producer Responsibility (EPR) scheme from April 2025. This will require packaging manufacturers and producers to pay the full cost of managing packaging once it becomes waste. Payments will be received by collection authorities, such as the Council, to support the efficient and effective management and recycling of household packaging waste. The scheme is designed to encourage producers to use less packaging and use more recyclable materials, reducing the amount of hard to recycle packaging placed on the market.

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CORPORATE SCRUTINY COMMITTEE THURSDAY 29
AUGUST 2024

Title of Report	COUNCIL DELIVERY PLAN – PERFORMANCE REPORT – QUARTER 1 2024/25	
Presented by	Mike Murphy Head of Human Resources and Organisation Development	
Background Papers	Council Delivery Plan Council meeting held on 14 November 2023	Public Report: Yes
	Cabinet meeting held on 23 July 2024. Agenda Document for Cabinet, 23/07/2024 17:00 (nwleics.gov.uk)	Key Decision: Yes
Financial Implications	There are no financial implications.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	There are no legal implications arising from this report.	
	Signed off by the Deputy Monitoring Officer: Yes	
Staffing and Corporate Implications	The Council Delivery Plan (CDP) sets out the priorities for the Council for a five-year period so has significant corporate and staffing implications.	
	Signed off by the Head of Paid Service: Yes	
Reason Agenda Item Submitted to Scrutiny Committee	To report the performance of the Council during the period April to June to March 2024 against the new Council Delivery Plan as agreed by full Council in November 2023. To request that Scrutiny Committee reviews the comments of Cabinet on the performance report and provides feedback on its response for consideration by Cabinet.	
Reason for Decision	To make Members aware of the early progress of the Plan and to consider Cabinet's response to the plan.	
Recommendations	THAT CORPORATE SCRUTINY: 1. NOTES THE CONSIDERATION OF THE PERFORMANCE REPORT BY CABINET AT THEIR MEETING ON 23 JULY 2024.	

	2. PROVIDES COMMENTS AND FEEDBACK ON CABINET'S RESPONSE TO THE PERFORMANCE ACHIEVED TO BE FED BACK THROUGH THE NEXT CABINET PERFORMANCE REPORT.
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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 14 November 2023.
- 1.2 The Plan is being monitored in relation to the targets and a suite of performance indicators on a quarterly basis in line with the performance management framework. This involves quarterly reports to Cabinet, with the outcomes of the reports then shared with the Corporate Scrutiny Committee.
- 1.3 The Council is at an early stage in the Council Delivery Plan's life cycle, the Plan having only been adopted in November 2023. Accordingly, the reporting progress is inevitably going to be limited at this point in time. The reporting period for this report runs from 1 April 2024 to 30 June 2024.
- 1.4 The performance report for the quarter April to June 2024 (appended at Appendix 1 of this report) was presented to Cabinet at its meeting on 23 July 2024. The following is an extract from the Cabinet draft minutes when the item was presented: -

Cabinet 23 July 2024

24. COUNCIL DELIVERY PLAN - PERFORMANCE REPORT - QUARTER 1 2024/25

The Infrastructure Portfolio Holder presented the report. The areas he particularly highlighted were as follows. The improved performance in the process of planning applications in excess of Government targets. Within Communities and Housing he noted the reduction in non-compliant private landlord properties, and the achievement of the target that 80% of food businesses be rated as very good; within the Clean and Green priority he noted that the Waste Services Review was progressing and was on track to be completed by October 2024. In terms of being a Well-Run Council, the target of living within our financial means was on track with the approval of the Transformation Plan and work on the budget options for 2025/26 underway; the Statement of Accounts for 2021/22 was also published during the quarter. The target for complaints was showing improvement but still needed more work. A complaints action plan had been developed to assist with further progress.

On behalf of the Corporate Portfolio Holder, the Chair set out the work Officers were doing to clear the accounts backlog, the resources mobilised to this end, and the communications carried out between the S151 Officer and the Audit and Governance Committee and the Corporate Scrutiny Committee. He reiterated the Council's commitment to signing off the

delayed accounts by the end of the financial year, with the expectation that the Council would be in a position to comply with statutory deadlines when auditing the 2024/25 accounts. Additionally, he set out the work being done, and the work envisaged moving forwards, including relevant consultations, so to achieve medium term financial sustainability in line with that KPI.

The Housing, Property and Customer Services Portfolio Holder said that he had recently met with the Head of Housing to discuss complaints in the Housing Service. He set out the measures in place, including increased staffing resources and extra funding towards Housing Repairs, to address them, noting that Housing accounted for the greatest prevalence of complaints. He then set out the general measures that were being put in place to address all complaints and respond to feedback appropriately.

The Chair commended the increased focus on complaints.

The Business and Regeneration Portfolio Holder was pleased to see the green KPI ratings for the Economic Regeneration Team and noted the upcoming regeneration projects in Kegworth, Moira, and Coalville.

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

RESOLVED THAT: *The Monitoring Report be considered and the elements making positive progress and those where there is a need for early intervention be highlighted.*

Reason for decision: *To make Members aware of the early progress of the Plan.*

1.5 The following paragraphs are extracted directly from the report that was considered by Cabinet on the 23 July 2024. This information has been extracted to assist members of the Corporate Scrutiny Committee in having the summary information to hand when considering the headline performance data. The full report which contains more detail is available in the Appendix or at the following link to the Cabinet papers.

[Agenda for Cabinet on Tuesday, 23rd July 2024, 5.00 pm - North West Leicestershire District Council \(nwleics.gov.uk\)](https://www.nwleics.gov.uk/agenda-for-cabinet-on-tuesday-23rd-july-2024-5.00-pm-north-west-leicestershire-district-council)

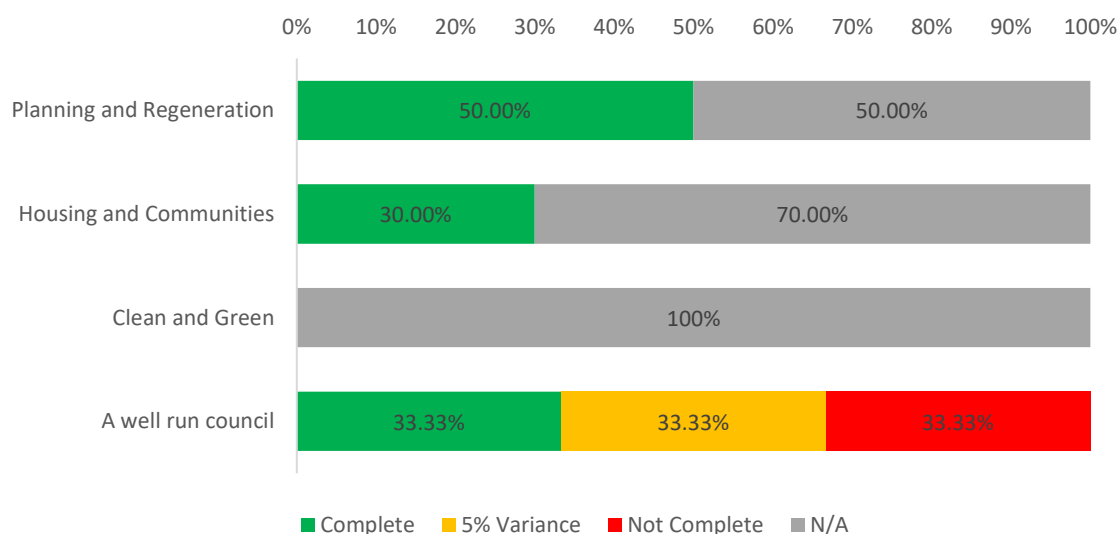
2.0 PERFORMANCE REPORT

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

2.2 There are 18 Key Performance Indicators (KPIs) in the Plan. Six relate to Planning and Regeneration, Five to Housing and Community Services, four relate to Clean and Green and three relate to A Well-run Council.

The table below shows the performance in quarter 1 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 are not completed and those that were not applicable (usually due to no data being available, or because they are scheduled for completion at a later stage of the plan.)

Our Priorities



2.3 Of the 18 Key Performance Indicators (KPI's) in the Council Delivery Plan: Six relate to Planning and Regeneration, three are on track and three are scheduled for completion at a later stage.

Five relate to Housing and Community Services – two are on track, three are scheduled for completion at a later stage.

Four KPI's relate to the clean and green objective, while progress is being made against all four, they are scheduled for completion at a later stage of the CDP.

Three relate to A Well-Run Council. One is not completed; one is within a 5% variance of completion, and one will be completed at a later stage of the Council Delivery Plan.

2.4 There have been a number of changes to the KPI's since the previous quarterly report:

2.5 Planning and Regeneration

In this area, three of the six indicators are on target – this compares with two on track, two within a five percent variance and two scheduled for completion at a later stage, in the previous quarter.

Performance has improved on the processing of all types of planning applications – with all three performance targets around Major, Minor and Other planning applications comfortably exceeding government targets.

The new local design guide has been subject to extensive consultation, a critical stage in its development.

A new enforcement plan is well advanced in its development and is scheduled to be adopted by the end of quarter 2 2024/25.

Positive progress continues to be made on the Coalville Regeneration framework in relation to Marlborough Square, the Marlborough Centre, Wolsey Road, and the Hermitage Recreation Ground Regeneration Projects.

Work continues to progress on the adoption of the local plan which is targeted for completion in 2026.

2.6 Housing and Community Services

In the key priority area Housing and Community Services, one of the KPI's is on track, three are due for completion at a later stage and the final one is split into two distinct elements - one of which is on track, and the other is scheduled for completion at a later stage.

In relation to the provision of a high-quality housing service, a number of actions are in place including the investment of over £4m in catch up repairs, an initial restructuring of resources in the service to bring a greater focus on repairs and compliance and updating policies. All of these actions are being overseen by the cross-party Housing Improvement Board with an associated improvement plan. Work is continuing, but no further data is available at the current time.

All landlords of private rental tenants have been contacted to scope properties that may be non-compliant with the Minimum Energy Efficiency Standards (MEES) and enforcement interventions have been actioned, with the number of non-compliant properties reducing from forty-seven in Q4 to twenty-three in Q1. The Private sector Housing Charter development work will be progressed later in the year.

The target for food businesses meeting food safety standards was achieved in the quarter with 80.7% rated as very good against a target of 80%.

2.7 Clean and Green

In the key priority area "Clean and Green" four KPIs remain scheduled for completion at a later stage of the plan.

The review of the waste service is progressing according to plan with a presentation to members scheduled for early in quarter three and a formal decision being presented to Scrutiny and Cabinet later in the year.

Development and assessment work is underway to develop cost modelling for the Council's carbon neutral target across a number of Council teams.

The objective to increase the biodiversity of the district is at an early stage and no data is available at present.

The first draft of the Tree Management strategy has been produced and is currently out for consultation with key stakeholders.

2.8 Well run Council.

In the key priority area, "a Well-run Council" the performance has improved since the last quarter with one of the three KPI's now completed (this compares with one within a five percent variance and two due for completion in the previous quarter).

The complaints response targets have improved when compared to the previous quarter with 78% achieved at stage one and 70% at stage two. A complaints action plan is now in place with regular meetings with high volume service areas.

The Council published its Statement of Accounts for 2021/22 on 26 June 2024 and the plan is to publish the Statement of Accounts for 2022/23 during the second quarter.

The Transformation Delivery Plan was approved by Cabinet in the quarter, and work has commenced to identify budget options for financial year 2025/26 to seek to identify further areas of possible savings to contribute to the budget gap.

Policies and other considerations, as appropriate	
Council Priorities:	This report measures progress against all of the new Council priorities
Policy Considerations:	Council Delivery Plan
Safeguarding:	No direct considerations
Equalities/Diversity:	No direct considerations, the Plan impacts across all of the district's communities.
Customer Impact:	The plan seeks to improve customer impacts and interactions with Council 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 has been given to the corporate risk register when compiling the plan.
Officer Contact	Mike Murphy Head of HR and OD Mike.murphy@nwleicestershire.gov.uk Allison Thomas Chief Executive Allison.thomas@nwleicestershire.gov.uk

APPENDIX 1.

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CABINET – TUESDAY 23 JULY 2023



Title of Report	COUNCIL DELIVERY PLAN – PERFORMANCE REPORT – QUARTER 1 2024/25	
Presented by	Councillor Keith Merrie MBE Infrastructure Portfolio Holder PH Briefed <input checked="" type="checkbox"/>	
Background Papers	Council Delivery Plan Council meeting held on 14 November 2023	Public Report: Yes
		Key Decision: Yes
Financial Implications	There are no financial implications arising from this report.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	None arising from the report	
	Signed off by the Monitoring Officer: Yes	
Staffing and Corporate Implications	The Council Delivery Plan (CDP) sets out the priorities for the Council for a five-year period so has significant corporate and staffing implications.	
	Signed off by the Head of Paid Service: Yes	
Purpose of Report	To report the performance of the Council during the first quarter of 2024/25 against the objectives and key performance indicators as detailed in the Council Delivery Plan as agreed by full Council on 14 November 2023.	
Reason for Decision	To make Members aware of the early progress of the Plan.	
Recommendations	THAT CABINET 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 14 November 2023.
- 1.2 The Plan is being monitored in relation to the targets and a suite of performance indicators on a quarterly basis in line with the performance management framework. This involves quarterly reports to Cabinet, with the outcomes of the reports then shared with the Corporate Scrutiny Committee.
- 1.3 The Council is at an early stage in the Council Delivery Plan's life cycle, the Plan having only been adopted in November 2023. Accordingly, the reporting progress is inevitably going to be limited at this point in time. The reporting period for this report runs from 1 April 2024 to 30 June 2024.
- 1.4 The performance report for the previous quarterly period was presented to the Corporate Scrutiny Committee at its meeting on 23 May 2024. The following is an extract from the draft minutes of the Corporate Scrutiny Committee when the item was presented.

Item 7 - "PERFORMANCE MONITORING REPORT"

The Head of Human Resources and Organisational Development presented the report. A Member asked about the District Regeneration Framework. The Head of Property and Regeneration said that a report on the policy would be going to Community Scrutiny in June and Cabinet in August, and he would be happy to provide a further briefing for Members if required. Clarity was also provided on use of the links within the document to gain access to further KPI information. The Chair thanked Members for their comments, which would be presented to the Cabinet on 23 July.

These comments from the Corporate Scrutiny Committee have been included for Cabinet members consideration as this is the agreed process as set out in the Council's Performance Management Framework document as presented to full Council in November 2023 in conjunction with the Council Delivery Plan.

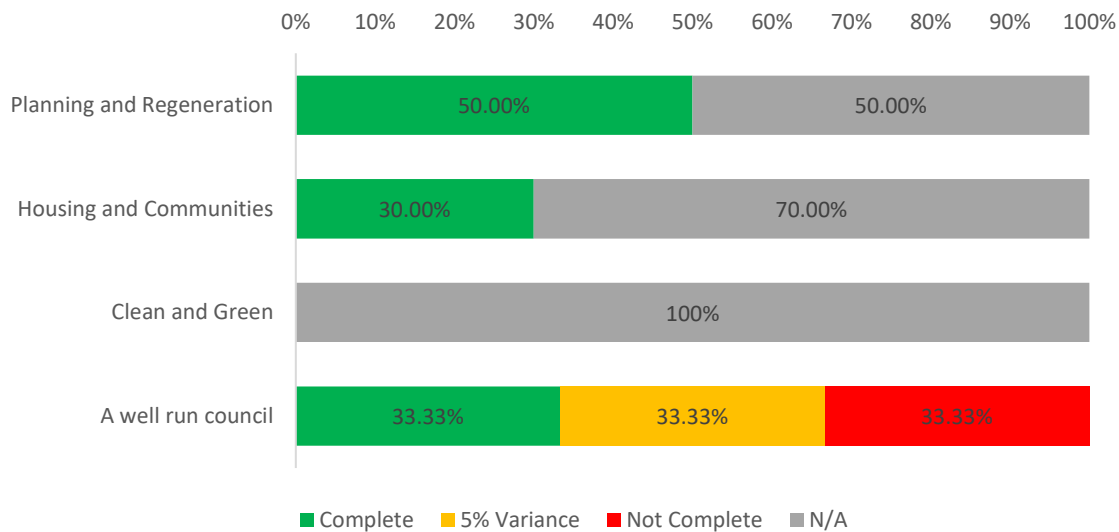
It should be noted that the dates provided to Corporate Scrutiny Committee above on the consideration of the district-wide Regeneration Framework were not met due to the calling of the General Election for 4 July.

2.0 PERFORMANCE REPORT

- 2.1 The Council Delivery Plan contains four key priority areas – notably "Planning and Regeneration, Housing and Communities, Clean and Green and A well run Council."
- 2.2 There are 18 Key Performance Indicators (KPIs) in the Plan. Six relate to Planning and Regeneration, Five to Housing and Community Services, four relate to Clean and Green and three relate to A Well-run Council.

The table below shows the performance in quarter 1 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 are not completed and those that were not applicable (usually due to no data being available, or because they are scheduled for completion at a later stage of the plan.)

Our Priorities



2.3 Of the 18 Key Performance Indicators (KPI's) in the Council Delivery Plan: Six relate to Planning and Regeneration, three are on track and three are scheduled for completion at a later stage.

Five relate to Housing and Community Services – two are on track, three are scheduled for completion at a later stage.

Four KPI's relate to the clean and green objective, while progress is being made against all four, they are scheduled for completion at a later stage of the CDP.

Three relate to A Well-Run Council. One is not completed; one is within a 5% variance of completion, and one will be completed at a later stage of the Council Delivery Plan.

2.4 There have been a number of changes to the KPI's since the previous quarterly report:

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In this area, three of the six indicators are on target – this compares with two on track, two within a five percent variance and two scheduled for completion at a later stage, in the previous quarter.

Performance has improved on the processing of all types of planning applications – with all three performance targets around Major, Minor and Other planning applications comfortably exceeding government targets.

The new local design guide has been subject to extensive consultation, a critical stage in its development.

A new enforcement plan is well advanced in its development and is scheduled to be adopted by the end of quarter 2 2024/25.

Positive progress continues to be made on the Coalville Regeneration framework in relation to Marlborough Square, the Marlborough Centre, Wolsey Road, and the Hermitage Recreation Ground Regeneration Projects.

Work continues to progress on the adoption of the local plan which is targeted for completion in 2026

2.6 Housing and Community Services

In the key priority area Housing and Community Services, one of the KPI's is on track, three are due for completion at a later stage and the final one is split into two distinct elements - one of which is on track, and the other is scheduled for completion at a later stage.

In relation to the provision of a high-quality housing service, a number of actions are in place including the investment of over £4m in catch up repairs, an initial restructuring of resources in the department to bring a greater focus on repairs and compliance and updating policies. All of these actions are being overseen by the cross-party Housing Improvement Board with an associated improvement plan. Work is continuing, but no further data is available at the current time.

All landlords of private rental tenants have been contacted to scope properties that may be non-compliant with the Minimum Energy Efficiency Standards (MEES) and enforcement interventions have been actioned, with the number of non-compliant properties reducing from forty-seven in Q4 to twenty-three in Q1. The Private sector Housing Charter development work will be progressed later in the year.

The target for food businesses meeting food safety standards was achieved in the quarter with 80.7% rated as very good against a target of 80%.

2.7 Clean and Green

In the key priority area "Clean and Green" four KPIs remain scheduled for completion at a later stage of the plan.

The review of the waste service is progressing according to plan with a presentation to members scheduled for early in quarter three and a formal decision being presented to Scrutiny and Cabinet later in the year.

Development and assessment work is underway to develop cost modelling for the Councils carbon neutral target across a number of Council teams.

The objective to increase the biodiversity of the district is at an early stage and no data is available at present.

The first draft of the Tree Management strategy has been produced and is currently out for consultation with key stakeholders.

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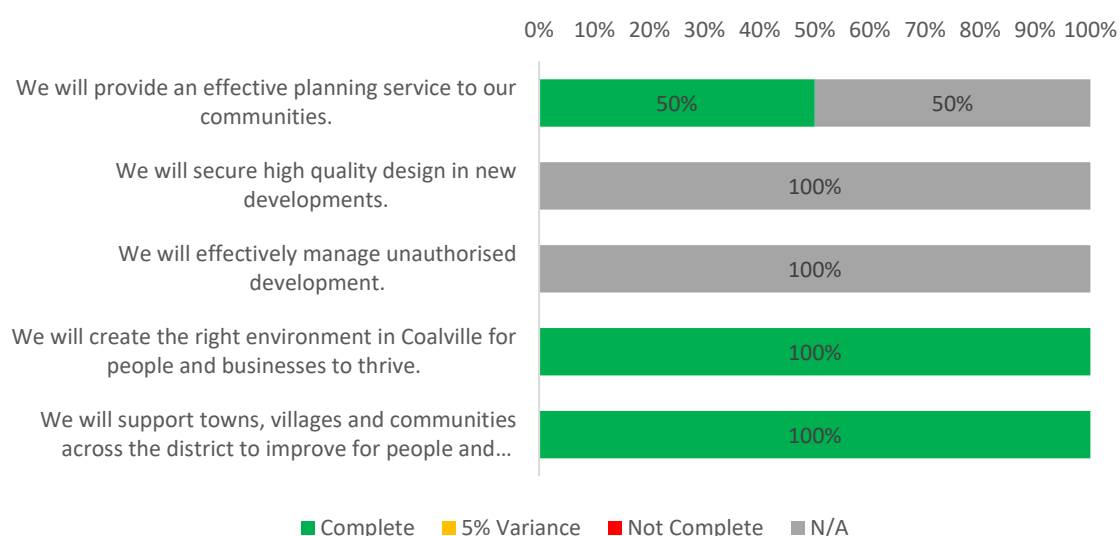
In the key priority area, "a Well-run Council" the performance has improved since the last quarter with one of the three KPI's now completed (this compares with one within a five percent variance and two due for completion in the previous quarter).

The complaints response targets have improved when compared to the previous quarter with 78% achieved at stage one and 70% at stage two. A complaints action plan is now in place with regular meetings with high volume service areas.

The Council published its Statement of Accounts for 2021/22 on 26 June 2024 and the plan is to publish the Statement of Accounts for 2022/23 during the second quarter. The Transformation Delivery Plan was approved by Cabinet in the quarter, and work has commenced to identify budget options for financial year 2025/26 to seek to identify further areas of possible savings to contribute to the budget gap.

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. The links in the table provide more detailed information if required.

Planning and Regeneration



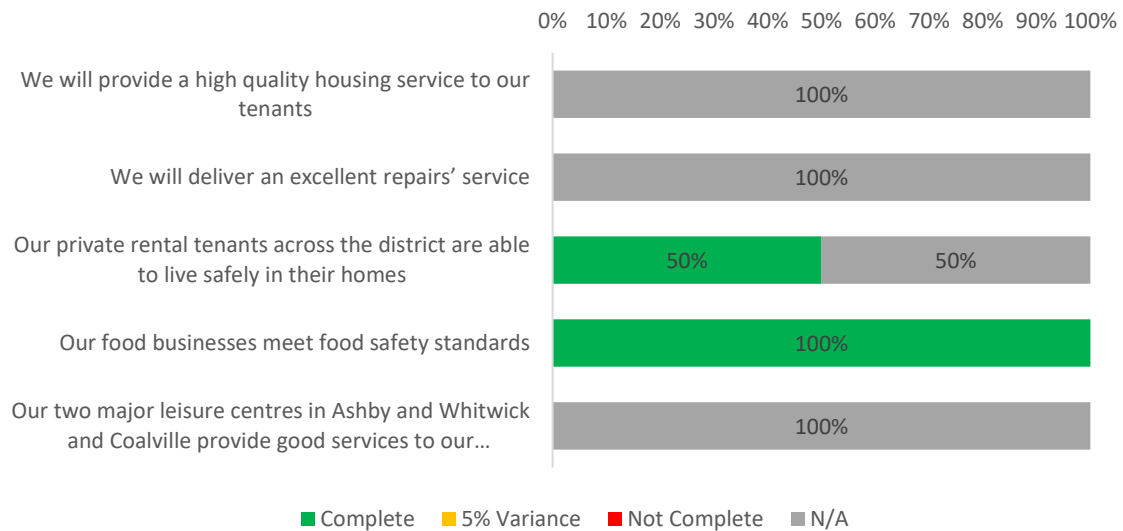
Planning and regeneration_ Overview of Performance in Percentage of KPI

As a percentage of applicable KPIs	Complete	5% Variance	Not Complete	N/A
We will provide an effective planning service to our communities. (Split into two sections)	50%			50%
We will secure high quality design in new developments.				100%
We will effectively manage unauthorised development.				100%
We will create the right environment in Coalville for people and businesses to thrive.	100%			
We will support towns, villages and communities across the district to improve for people and businesses.	100%			

Planning and regeneration_ Overview of Performance in KPI numbers

As a number of applicable KPIs/KPI sections	Complete	5% Variance	Not Complete	N/A
We will provide an effective planning service to our communities. (Split Across 2 KPIs 1. Adoption of a local plan by 2026 and 2. Timely determination of planning applications- Major, Minor and other)	1			1
We will secure high quality design in new developments.				1
We will effectively manage unauthorised development.				1
We will create the right environment in Coalville for people and businesses to thrive.	1			
We will support towns, villages and communities across the district to improve for people and businesses.	1			

Housing and Communities



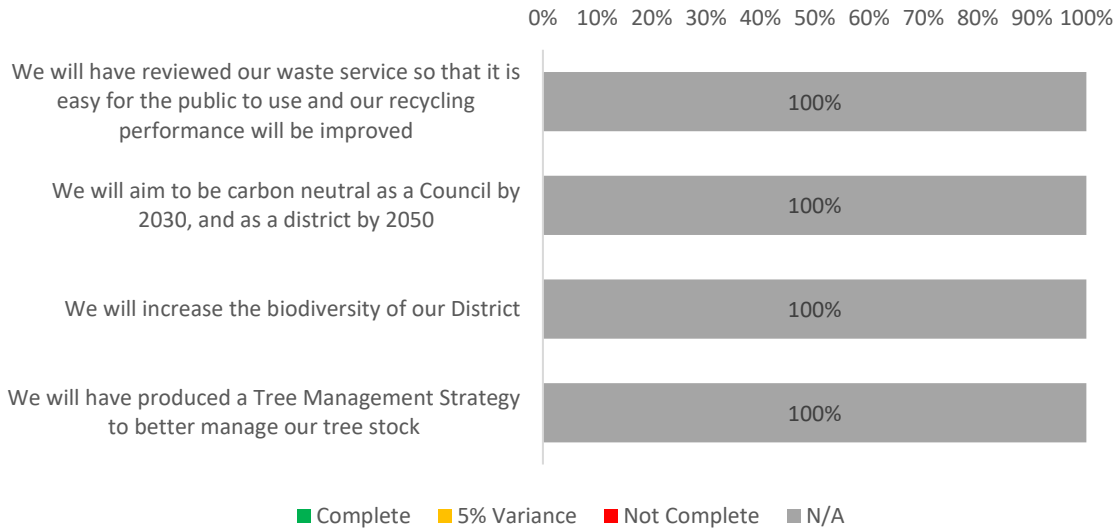
Housing and Communities- overview of Performance in Percentages of KPIs

As a percentage of applicable KPIs	Complete	5% Variance	Not Complete	N/A
We will provide a high-quality housing service to our tenants				100%
We will deliver an excellent repairs' service				100%
Our private rental tenants across the district are able to live safely in their homes	50%			50%
Our food businesses meet food safety standards	100%			
Our two major leisure centres in Ashby and Whitwick and Coalville provide good services to our communities				100%

Housing and Communities- overview of Performance in KPI numbers

As a number of applicable KPIs/KPI sections	Complete	5% Variance	Not Complete	N/A
We will provide a high-quality housing service to our tenants				1
We will deliver an excellent repairs' service				1
Our private rental tenants across the district are able to live safely in their homes (This KPI is split across two distinct Services- Private Landlord compliance with MEES standards which is dealt with Environmental protection Team and Private Landlord's charter which is dealt with by Housing)	0.50			0.50
Our food businesses meet food safety standards	1			
Our two major leisure centres in Ashby and Whitwick and Coalville provide good services to our communities				1

Clean and Green



Clean and Green- overview of Performance in Percentages of KPIs

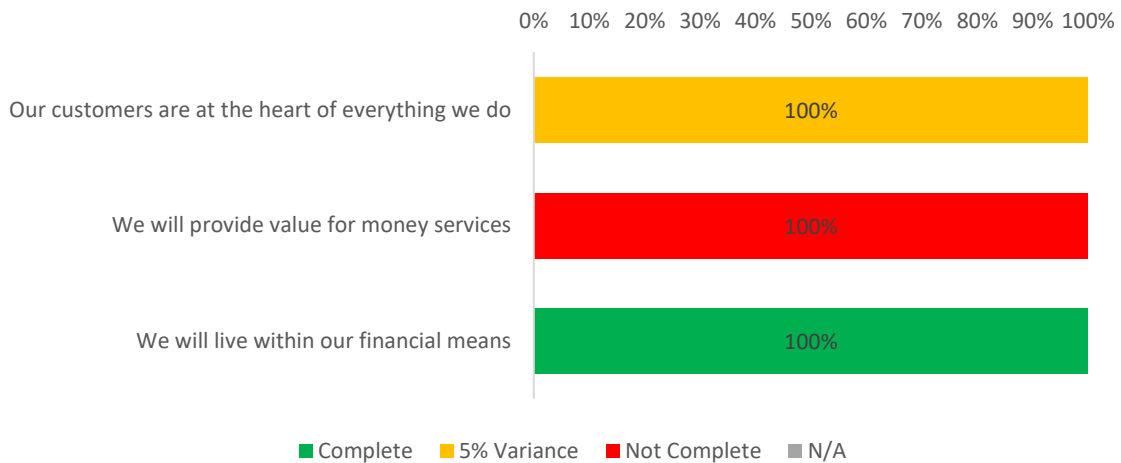
As a percentage of applicable KPIs	Complete	5% Variance	Not Complete	N/A
We will have reviewed our waste service so that it is easy for the public to use, and our recycling performance will be improved				100%
We will aim to be carbon neutral as a Council by 2030, and as a district by 2050				100%
We will increase the biodiversity of our District				100%
We will have produced a Tree Management Strategy to better manage our tree stock				100%

Clean and Green- overview of Performance in number of KPIs

As a number of applicable KPIs/KPI sections	Complete	5% Variance	Not Complete	N/A
We will have reviewed our waste service so that it is easy for the public to use, and our recycling performance will be improved				1

We will aim to be carbon neutral as a Council by 2030, and as a district by 2050	1
We will increase the biodiversity of our District	1
We will have produced a Tree Management Strategy to better manage our tree stock	1

A well-run Council.



Well Run Council- overview of Performance in Percentages of KPIs

As a percentage of applicable KPIs	Complete	5% Variance	Not Complete	N/A
Our customers are at the heart of everything we do		100%		
We will provide value for money services			100%	
We will live within our financial means	100%			


Well Run Council- overview of Performance in numbers of KPIs

As a number of applicable KPIs/KPI sections	Complete	5% Variance	Not Complete	N/A
Our customers are at the heart of everything we do		1		
We will provide value for money services			1	
We will live within our financial means	1			

Policies and other considerations, as appropriate	
Council Priorities:	This report measures progress against all of the new Council priorities
Policy Considerations:	Council Delivery Plan
Safeguarding:	No direct considerations
Equalities/Diversity:	No direct considerations, the Plan impacts across all of 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 has been 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>


Priority	KPI reference	Key Aim	Q1 Progress	Target	Commentary	Head of Service	RAG rating
 Planning and regeneration	1	We will adopt a local plan by 2026	Responses to Reg 18 consultation being assessed. Initial report to Local Plan Committee 22 May 2024.	2023-4 Submit local plan (Reg 18 consultation). 2024/5 Pre-submission consultation (Reg 19) Submission of local plan and examination.	Work is progressing on the delivery of the Local Plan with further reports being prepared for consideration by the Local plan Committee following consultation.	Head of Planning and Infrastructure	
	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.	94% 82% 92%	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.	In Q1, the team has comfortably exceeded all three of the performance targets.	Head of Planning and Infrastructure	
	3	We will have developed a new local design guide, and new developments will comply with it.	Responses from a number of important stakeholders including LCC Highways, National Forest Company, Active Together (formerly	2023-4 Develop a new Design Guide for North West Leicestershire adopting current best practice in accordance with the Governments National design guide.	Good progress is being made on the new local design guide and the initial feedback from stakeholders has been positive.	Head of Planning and Infrastructure	


			<p>Leicester & Rutland Sport) and some selected developers on the draft document have been received and are being assessed before formal consultation later in the summer/autumn.</p>	<p>Undertake public consultation on the new Design Guide for North West Leicestershire.</p> <p>2024/5 Adopt the new design guide for North West Leicestershire.</p> <p>New development complies with the requirements of the adopted design guide.</p>			
	4	<p>We will effectively manage unauthorised development.</p>	<p>New Enforcement Plan in progress (see comments).</p>	<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 new Enforcement Plan is currently at an advanced stage of being drafted and is on target to be adopted by the end of Q2.</p>	<p>Head of Planning and Infrastructure</p>	

 Housing	5	We will have delivered our ambitious Coalville Regeneration Framework.		Quarterly progress statement plus an additional Annual Framework review in Q4	During Q1 project progress has been reported regularly to the Coalville Regeneration Board. Particular progress can be highlighted in respect of the Marlborough Square, Marlborough Centre, Wolsey Road, and Hermitage Recreation Ground regeneration projects.	Head Of Property and Regeneration	
	6	We will have developed a regeneration framework and will be on the way to supporting thriving towns, villages and communities across the district.		Work begins in Q4 with the production of the NWL Regeneration Framework	The Districtwide Regeneration Framework has now been drafted and will be presented to Scrutiny Committee in August prior to community engagement and presentation to Cabinet.	Head Of Property and Regeneration	
	7	We will provide a high-quality housing service to our tenants.	64% (awaiting out of 5 scoring from regulator)	2023/4 First data publication 2024/5 Awaiting year 2 data and five-star rating to be published by regulator.	The data provided is the annual survey figure for 2023/4 which is the most up to date available.	Head of Housing	

	8	We will deliver an excellent repairs' service.	62% (awaiting out of 5 scoring from regulator)	2023/4 First data publication 2024/5 Awaiting year 2 data and 5-star rating to be published by regulator.	The data provided is the annual survey figure for 2023/4 which is the most up to date available.	Head of Housing	
	9	Our private rental tenants across the district are able to live safely in their homes.	100% landlords in Q1 were contacted within the target time period.	100% of Landlords contacted within the specified time-period within the MEES policy for non-compliance.	All landlords were contacted within the specified time. The number of non-compliant properties following enforcement intervention in Q1 has reduced from 47 in Q4 to 23 in Q1. The baseline number in September 2023 was 118 non-compliant properties.	Head of Communities	
				Creation of a Private Sector Housing Charter.	Private Housing Charter and Landlord charter in review to progress later in the year.		

	10	Our food businesses meet food safety standards.	80.7% of all rated food establishments are rated as very good (rating of 5)	<p>2023/24 80% of food businesses having a hygiene rating of 5 (very good)</p> <p>0 rating – urgent improvement required. 1 rating – major improvement required. 2 rating – some improvement required. 3 rating – satisfactory 4 rating – good standard 5 rating – very good standard</p>	<p>Breakdown: 0 rating – 2 1 rating – 5 3 rating – 5 4 rating – 111 5 rating – 672</p>	Head of Communities	
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	11	Our two major leisure centres in Ashby and Whitwick and Coalville provide good services to our communities.	No update due until Q3.	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)	No update due until Q3.	Head of Communities	
 Clean and Green	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.	No update to figure – published annually Q4.	47% Recycling rate 2023/4	Waste review progressing to programme. Q2 will see presentation to members of latest position. Q3 will see formal decision-making process through Scrutiny and Cabinet.	Head of Communities	
	13	We will aim to be carbon neutral as a Council by 2030, and as a district by 2050.	Now 15 EVs in fleet. Parks EV charging plans in place. Cost of net zero project now live. Solar	2023/4 Development of assessment work and target setting	Work is continuing on developing cost modelling work and is reliant of production of property and housing	Head of Communities	

			Together scheme 3 launched.		asset management plans which are being developed by the appropriate teams.		
	14	We will increase the biodiversity of our District.	Planning applications requiring BNG still under consideration.	10% Biodiversity Net Gain on large developments with planning permission	The planning applications that require BNG are still being considered by officers, so at present, there is no data to provide.	Head of Planning and Infrastructure	
	15	We will have produced a Tree Management Strategy to better manage our tree stock.	The first draft of the Tree Management Strategy has been completed and is out for consultation with internal stakeholders and external partners including the Woodland Trust, the National Forest, and Leicestershire and Rutland Wildlife Trust.	2023/24 Cataloguing of Housing tree estate complete.	See Q1 data.	Head of Communities	
	16	Our customers are at the heart of everything we do.	76% overall both stages of complaints Stage 1- 78% Stage 2- 70%	2024/25 80% of Complaints responded to on time by end of year.	An improvement on 2023/24 but still a way to go. Complaint action plan in place with regular comms, meetings with high volume services and some guidance on formulating an investigation and	Customer Services Team Manager	

					response being published soon.		
	17	We will provide value for money services.		Unqualified Opinion to be provided	The Council published its Statement of Accounts 2021/22 on 26 June 2024 and is working towards submitting the Statement of Accounts 2022/23 by the end of September 2024.	Head of Finance	
	18	We live within our means		Zero funding gap	The Transformation Delivery Plan was approved by Cabinet on 25 June 2024 and will contribute towards closing the funding gap over the medium term. Work to identify budget options for the 2025/26 budget has already started.	Head of Finance	

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CORPORATE SCRUTINY COMMITTEE
THURSDAY, 29 AUGUST 2024

Title of Report	EQUALITY, DIVERSITY, AND INCLUSION (E, D&I)	
Presented by	Mike Murphy Head of Human Resources and Organisation Development	
Background Papers	Equality Framework for Local Government (EFLG) 2021 Local Government Association Equality & Diversity Policy 2019-2022.docx (sharepoint.com)	Public Report: Yes
Financial Implications	There are not considered to be any financial implications as to the Equality Diversity and Inclusion (E, D&I) policy, and action plan at this stage.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	The legal implications from the Equality Act 2010 have been considered within the policy, and as such if any concerns or issues do arise, then they should be dealt with on a case-by-case basis.	
	Signed off by the Deputy Monitoring Officer: Yes	
Staffing and Corporate Implications	Staff training will need to be refreshed to take consideration of the E, D&I policy, and any impacts from the equality action plan will need to be picked up by the relevant departments, as the equality framework encourages departmental cross working.	
	Signed off by the Head of Paid Service: Yes	
Reason Agenda Item Submitted to Scrutiny Committee	To enable members of the Committee to comment on the revised E, D&I policy, as well as a new equality action plan that sets out the Council's equality objectives.	
Recommendations	THAT MEMBERS OF THE CORPORATE SCRUTINY COMMITTEE MAKE RECOMMENDATIONS FOR ANY AMENDMENTS OR CHANGES TO THE EQUALITY,	

	DIVERSITY AND INCLUSION POLICY AND ACTION PLAN BEFORE THE DOCUMENTS ARE PRESENTED TO CABINET FOR APPROVAL.
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1.0 BACKGROUND

- 1.1 This report proposes a revised and updated E, D&I policy. A detailed equality action plan to support the policy is also proposed – this has been based on the Local Government Association (LGA) Equality framework 2021. Together these documents will provide a solid foundation for the Council to demonstrate its continued commitment and resource towards equality related work.

2.0 SCOPE OF POLICY

- 2.1 The purpose of the policy is to provide equality, fairness, and respect for everyone who works in the Council, irrespective of their employment, whether temporary, part-time, or full-time, and otherwise. The policy extends to the Council's role as a service provider and community leader. The policy provides a framework to avoid incidents of unlawful discrimination when an individual may be protected under the Equality Act 2010. The Act has progressed in its scope and interpretation of the nine protected characteristics over time with developing case law in the employment and service sectors.
- 2.2 The nine protected characteristics enshrined in the Equality Act are as follows: -
- **Age:** The Act makes discrimination on the grounds of age in employment and education provision unlawful.
 - **Disability:** defined as having a physical or mental impairment that has a 'substantial' and 'long term' negative impact on your ability to do normal daily activities.
 - **Sex/Gender:** The Act makes discrimination on the grounds of sex in employment and education provision unlawful.
 - **Gender Reassignment:** a person has the protected characteristic of gender reassignment if the person is proposing to undergo, is undergoing, or has undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or attributes of sex. Therefore, the individual does not have to be going through with the process but may in fact identify with a particular gender.
 - **Marriage and Civil Partnership:** The Equality Act 2010 prohibits employers from discriminating against employees because they are legally married or in a civil partnership, Marriage and civil partnership can be between a man and a woman or between partners of the same sex.
 - **Pregnancy and Maternity:** pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth and is linked to maternity leave in the employment context. In the

non-work context, protection against maternity discrimination is for 26 weeks after giving birth and this includes treating a woman unfavourably because she is breastfeeding.

- **Race/Ethnicity/Nationality** refers to a group of people defined by their race, colour, and nationality (including citizenship), ethnic or national origins.
- **Religion or Belief**: religion refers to any religion or lack of religion and belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). A belief should affect your life choices or the way you live for it to be included in the definition.
- **Sexual Orientation**: whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.

- 2.3 At the meeting of Cabinet on the 23 July 2024, it was agreed that the Council will now treat care leavers as a protected characteristic. Care Leavers are people under the age of 25 who have been looked after by a Local Authority as a child. Care Leavers often face potential disadvantage and negative experiences, and Cabinet agreed this would be a positive development to help redress some of those adversities when accessing Council services, employment etc.

The protected characteristics specified within the Equality Act 2010 are enshrined within the law, however the Council does bear its legal corporate parenting responsibility seriously and will endeavour to put in place targeted support for this group of people.

The decision by Cabinet has now been incorporated into the updated version of the E, D, and I policy accordingly.

- 2.4 The equality action plan attached at Appendix 2 is a document that supports the measures needed for the Council to demonstrate in a time monitored manner how it is working towards and meeting its equality objectives. The action plan includes a set of three equality objectives that have been set in line with the top priorities of project work for the Council.

An example is where, the Council is proposing to commence ethnicity pay reporting in the period 2025/2026, and the action plan will be used as a live working document to record the steps and progress made towards such a target.

It is possible there may be further legislative or other requirements in the E, D and I field with the election of the new government. The policy and action plan will be kept under review in the event of such changes.

A number of the equality action plan objectives will require departmental cross working in line with the Council's approach to "One Team, one Council."

Policies and other considerations, as appropriate

Council Priorities:	<ul style="list-style-type: none"> - Planning and regeneration - Communities and housing - A well-run council
Policy Considerations:	All individuals and their departments that have been involved in drafting this E, D&I policy or action plan may need to update their specific and departmental policies.
Safeguarding:	It is not expected that there will be any safeguarding impacts due to E, D&I policy, or the equality action plan.
Equalities/Diversity:	E, D&I Training will be updated to include aspects of the policy and action plan.
Customer Impact:	Services will need to consider the impacts on customers through the completion of Equality impact assessments.
Economic and Social Impact:	The policy and action plan is expected to improve and reduce the gap between those individuals that have a protected characteristic and those that do not, in line with the Public Sector Equality Duty (PSED).
Environment, Climate Change and zero carbon:	None expected.
Consultation/Community Engagement:	Consultation will take place with the Council's recognised trade unions prior to Cabinet's consideration of the policy and action plan.
Risks:	There are potential legal and reputational risks to the Council of not considering E,D & I when delivering services and when preparing policies and procedures. If the policy is adopted by Cabinet subsequently the risks will be incorporated into the Councils risk registers.
Officer Contact	Mike Murphy Head of Human Resources and Organisational Development Mike.murphy@nwleicestershire.gov.uk

Appendix 1



**Equality, Diversity, and Inclusion Policy
2024 – 2028**

Contents

- Introduction
- What is Equality, Diversity, and Inclusion (E, D&I)?
- Definitions:
 - Protected characteristics
 - Public Sector Equality Duty (PSED)
 - Different types of discrimination
 - Human Rights
 - Harassment and sexual harassment
- Our commitment to E, D&I
- Our role as leaders
- Partnership working
- Our workforce
- Accessible communications
- Equality monitoring
- Equality Impact Assessments

1. INTRODUCTION

1.1 North West Leicestershire District Council (the Council) prides itself in its proactive approach to Equality, Diversity, and Inclusion. This Policy provides a clear and strong direction so that our staff, partners, members, and stakeholders know what to expect from the Council's equality agenda and objectives.

Linked to this Policy is our Equality Action Plan that outlines in detail our Equality Statement, objectives, and actions we will take over the life of this Policy. This Equality, Diversity and Inclusion Policy is the Council's public statement of commitment. This document, which the Council refer to as the Policy, has been developed to ensure that we meet the requirements of the Equality Act 2010 and the Public Sector Equality Duty, respectively.

1.2 The Policy, however, goes much further and contributes to our commitment to Equality, Diversity, and Inclusion with specific focus on: -

- Reinforcing the Council's responsibility under the Equality Act 2010, and our role as:
 - **Community leaders** through our democratically elected Members working with communities and partners in the public, private and voluntary sectors to improve the quality of life for the people within our district.
 - **A service provider**, by providing services and facilities which meet the diverse needs of our residents and people who work in and visit our district.
 - **As an employer**, by being fair in our recruitment, promotion, training and in the development of our staff. By aiming to have a representative workforce that reflects the communities we support and by providing a work environment that is safe, accessible, and free from harassment and discrimination.
- Developing an action plan to help us ensure equality of opportunity across all sections of the community, and our workforce. To ensure our services to all residents are provided fairly and without discrimination. This action plan is created in accordance with the Local Government Association (LGA) Equality Framework.
- Promoting equality and diversity across our staff and among our residents, to ensure the removal of unfair discrimination and disadvantage, harassment, and to foster good relations, in the workplace and between different community groups.
- Educating all staff at all levels to approach their work with an open mind and to offer support and assistance to others.

1.3 Equality, Diversity, and Inclusion (E, D&I) is a duty that everyone must hold and move forward in a collective manner. The Council, via this Policy and other mechanisms has made a public commitment to E, D&I. To apply this Policy, the Council will ensure that we understand the communities that we serve and those that work for us. The Council follow and adhere to the principals as recommended by the Local Government Association and their Equality Framework, and accordingly has drafted an Equality Action Plan based on these recommendations, data analysis and an understanding of what the key priorities should be. The Council will abide by the relevant provisions of the Equality Act 2010 and particularly the General and Specific Equality Duties established by the Act.

2. WHAT IS EQUALITY, DIVERSITY, AND INCLUSION?

2.1 **Equality** means everyone is treated fairly, with respect and are given good opportunities. The Council realises individual needs are sometimes best met in different ways, but people must not be unfairly discriminated against. The Equality Act 2010 ensures that we must all contribute to creating a positive environment where discriminatory practices and unfair discrimination do not happen. The Council adopts an equitable approach by giving individuals resources according to their needs, so that everyone can fully participate at work and in society. Equality of opportunity, in terms of access to fair and equitable services, is equal treatment and outcomes that meet the needs of the individual.

2.2 **Diversity** refers to the differences that exist between each of us and that we must consider our own unique needs when helping others. This means understanding how people's differences and likenesses can be used for the benefit of the individual, the organisation, and our communities. People with diverse backgrounds and attitudes will bring a variety of ideas and experiences, and a diverse organisation can draw upon these so it can listen to and meet the needs of its employees, customers, and the community it serves.

2.3 **Inclusion** is where those differences are seen as a benefit, and where perspectives and differences are shared.

3. DEFINITIONS

EQUALITY ACT 2010

3.1 The Equality Act 2010 protects people from unfair discrimination on the grounds of the nine protected characteristics: -

- **Age:** The Act makes discrimination on the grounds of age in employment and education provision unlawful.
- **Disability:** defined as having a physical or mental impairment that has a 'substantial' and 'long term' negative impact on your ability to do normal daily activities.
- **Sex/Gender:** The Act makes discrimination on the grounds of age in employment and education provision unlawful.
- **Gender Reassignment:** a person has the protected characteristic of gender reassignment if the person is proposing to undergo, is undergoing, or has undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or attributes of sex. Therefore, the individual does not have to be going through with the process but may in fact identify with a particular gender.
- **Marriage and Civil Partnership:** The Equality Act 2010 prohibits employers from discriminating against employees because they are legally married or in a civil partnership¹². Marriage and civil partnership can be between a man and a woman or between partners of the same sex¹.
- **Pregnancy and Maternity:** pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth and this includes treating a woman unfavourably because she is breastfeeding.
- **Race/Ethnicity/Nationality:** refers to a group of people defined by their race, colour, and nationality (including citizenship), ethnic or national origins.
- **Religion or Belief:** religion refers to any religion or lack of religion and belief includes religious and philosophical beliefs including lack of belief (e.g. Atheism). Generally, a belief should affect your life choices or the way you live for it to be included in the definition.
- **Sexual Orientation:** whether a person's sexual attraction is towards their own sex, the opposite sex or to both sexes.

3.2 It is against the law to discriminate against anyone because of any of these nine 'protected characteristics'.

3.3 The Council has recognised that the some vulnerable/disadvantaged groups are not legally covered as a protected characteristic. The Council has chosen to recognise the following as a non-legal protected characteristic. Care Leaver: A care leaver is an adult aged under 25 who has spent time in care as a child (i.e., while under the age of 18). This care could have been approved by the state through a court order or on a voluntary basis. It encompasses various forms of care, such as foster care, residential care (including children's homes), and other arrangements outside the immediate or extended family.

4. PUBLIC SECTOR EQUALITY DUTY [PSED]

4.1 The Public Sector Equality Duty consists of a general duty which is supported by specific duties. The general duty requires public sector organisations to have due regard to the need to:-

1. **Eliminate discrimination, harassment, and victimisation.**
This means the Council must stop people from being treated unfairly or differently because of one of the 'protected characteristics,' listed in the Equality Act 2010. The council also has a duty under the Equality Act 2010 (Specific Duties and Public Authorities) Regulations 2017, to also publish our Gender Pay Gap report annually.
2. **Advance equality of opportunity between people who share a protected characteristic and those who do not.**
This means the Council must do its best to meet the needs of people with protected characteristics and stop any unfair treatment suffered by people because of their protected characteristic(s).
3. **Foster good relations between people who share a protected characteristic and those who do not.**
This means the Council must help people who share a protected characteristic and those who do not share it, to get on together.

4.2 Having 'due regard' means consciously thinking about the aim of the equality duty as part of decision-making processes. This means consideration of equality issues must influence the decisions reached by public bodies, such as, how they function as employers; how they form, evaluate and review Policy ; how they design, deliver and evaluate services; and how they appoint and procure or obtain goods and services from others.

5. THE DIFFERENT TYPES OF DISCRIMINATION

5.1 Discrimination can be intentional or unintentional and may occur directly, indirectly, by association, or by perception. There are also two specific types of discrimination that apply only to disability: "discrimination arising from disability" and "failing to make reasonable adjustments" (see [Different types of discrimination under the Equality Act 2010](#)).

5.2 Discrimination is not always obvious and can be subtle and unconscious. This stems from a person's general assumptions about the abilities, interests and characteristics of a particular group that influences how they treat those people (known as "unconscious bias"). Such assumptions or prejudices may cause them to apply requirements or conditions that put those groups at a disadvantage. Examples include steering employees into particular types of work on the basis of stereotypical assumptions without considering the particular attributes and abilities of individuals; recruiting or promoting individuals into particular roles because of assumptions about the reactions or preferences of other employees or clients; and using different standards for different groups of employees to judge performance.

5.3 Direct Discrimination

Where you are directly treated less favourably than another person, usually because you hold one of the nine protected characteristics. For example, treating a colleague differently to others because of their age.

5.4 Indirect Discrimination

This occurs when, for example, a rule is applied fairly to all but in fact, the ability of one group to respond to that rule, is much greater than the ability of another. An example of this might be a rule that everyone should apply for something via the internet. This could exclude the older generation who may not have internet access or computer skills.

5.5 Discrimination by perception

This refers to discrimination because you believe a person has a protected characteristic. It applies even if the person does not actually have that characteristic. For example, Tom is 45 but looks much younger. Many people assume he is in his mid-20s. He is not allowed to represent his company at an international meeting because the managing director thinks he is too young. Tom has been discriminated against on the perception of a protected characteristic.

5.6 Discrimination by association

This is the form of discrimination which occurs when one person has a protected characteristic, but another person is treated negatively from knowing them. For example, you could be discriminated against because you have a family member or a friend who has a disability. For example, May works as a project manager and is looking forward to a promised promotion. However, after she tells her boss that her mother, who lives at home, has had a stroke, the promotion is withdrawn. This may be discrimination against May because of her association with a disabled person.

5.7 Positive Discrimination

This is the opposite end of the scale as this is where you treat someone more favourably because of their protected characteristics. For example, if two employees apply for a promotion (one with no protected characteristic and one with a physical disability). If the manager chooses to promote the worker with the disability over the other employee even if that employee has effectively shown that they are more suitable for the job, this could constitute positive discrimination. Despite the fact it is called “positive” and may look like it is a step in the right direction, it is not and is unfair and unlawful.

5.8 Positive Action

This refers to any action taken to attempt to put right an imbalance in the makeup of a workforce or deal with existing stereotypes/problems. For example, an organisation may wish to employ more individuals with a disability or those who align themselves as from Black and Minority Ethnic communities, in order to have a more diverse workforce and therefore, encourage people from these protected groups to

apply for vacancies, e.g., disabled people are guaranteed an interview if they meet all the essential criteria.

6. OTHER DEFINITIONS

6.1 Human Rights

Every person in the world has basic human rights and freedoms. Human rights are based on core principles such as dignity, fairness, equality, respect, and independence. They are relevant to day-to-day life and protect people's freedom to control their own lives, effectively take part in decisions made by public authorities which impact upon their rights and get fair and equal services from public authorities.

6.2 Harassment and sexual harassment

Harassment is unwanted conduct related to a protected characteristic that has the purpose or effect of violating someone else's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment for someone else.

Sexual harassment is conduct of a sexual nature that has the purpose or effect of violating someone's dignity, or creating an intimidating, hostile, degrading, humiliating or offensive environment; and less favourable treatment related to sex or gender reassignment that occurs because of a rejection of, or submission to, sexual conduct.

6.3 Victimisation

Victimisation is treating another person detrimentally either because that person has made a complaint of discrimination or harassment, or because they have supported someone else who has made such a complaint, for example by giving a witness statement that supports the allegations.

6.4 Bullying

There is no legal definition of bullying. However, the Council regards it as conduct that is offensive, intimidating, malicious, insulting, or an abuse or misuse of power, and usually persistent, that has the effect of undermining, humiliating, or injuring the recipient.

Bullying can be physical, verbal, or non-verbal conduct. It is not necessarily face to face and can be done by email, phone calls, online or on social media. Bullying may occur at work or outside work.

If the bullying relates to a person's protected characteristic, it may also constitute harassment and, therefore, will be unlawful.

7. OUR COMMITMENT TO E, D&I

7.1 Equality, diversity, and inclusion in the workplace is not only good practice but makes good business sense. We will create a working environment free of bullying, harassment, victimisation, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of all staff are recognised and valued. This commitment includes training managers and all other employees about their rights and responsibilities under the equality, diversity, and inclusion Policy. All staff should understand that they, as well as their employer, can be held liable for acts of bullying, harassment, victimisation and unlawful discrimination, in the course of their employment, against fellow employees, customers, suppliers and the public:

- Take complaints of bullying, harassment, victimisation, and unlawful discrimination seriously by fellow employees, customers, suppliers, visitors, the public and any others during the organisation's work activities.
- Make opportunities for training, development, and progress available to all staff.
- Make decisions concerning staff being based on merit (apart from in any necessary and limited exemptions and exceptions allowed under the Equality Act).
- Review employment practices and procedures when necessary to ensure fairness and update them and the Policy to take account of changes in the law.
- Monitor the make-up of the workforce regarding information such as age, sex, ethnic background, sexual orientation, religion or belief, and disability in encouraging equality, diversity, and inclusion, and in meeting the aims and commitments set out in the E, D & I Policy.

8. OUR ROLE AS LEADERS

8.1 This Policy assists the Corporate Leadership Team (CLT), Team Managers and Team Leaders, to fully meet the aims set out in the Equality Statement and to fully realise the equality objectives of the Council. All supporting documents, codes of practice, legislative information, monitoring and training will be aimed at helping all employees, to implement the Policy effectively, in terms of service delivery and employment practice. These responsibilities are: -

- To provide leadership through CLT who will work with the political leadership in creating an equality and diversity culture within the Council.
- For all employees to embrace the principles of equality of opportunity and apply these to their everyday activities.
- Not to harass, abuse or bully any other employee or customer, on the grounds of a protected characteristics.

- For the Equality, Diversity, and Inclusion Officer to provide guidance to staff on equality and diversity law and be pro-active in promoting equality and diversity.

9. PARTNERSHIP WORKING

9.1 The Council collaborates closely with many partners and agencies in the delivery of its functions and services. We are a member of the Leicestershire Equalities Forum (LSEF), which is a group consisting of equality officers from all statutory organisations in Leicestershire. The Forum meets regularly and focuses on tackling issues shared by all members. We are also accredited under the 'Disability Confident Employer' scheme, and currently are awarded level 2 status, which is valid up to 05/06/2025. This accreditation further showcases our commitment to E, D&I, and Inclusion, and ensures that we are continually reviewing our ways of working, collecting data and improving diversity in the workplace so that we can be on track (in the future) to apply for leadership level 3 within the scheme.

10. OUR WORKFORCE

10.1 The Council operates a pay and reward system which is transparent, based on objective criteria and free from bias. All new posts are reviewed, and any existing posts regraded as part of reviews, to ensure equal pay. Through these actions we aim to avoid unfair discrimination in our pay and reward system. Each year we produce information in relation to the characteristics of our workforce which, whilst being a legal requirement, is also useful for workforce planning. We report on Gender pay gap and publish this information annually. This is an important exercise not only because it is a legal requirement, however it is the right thing to do, and allows us as an organisation to further enhance our role of creating a more diverse and inclusive workforce.

10.2 The Council continually collects and monitors workforce data which is characterised by protected characteristic, it must be noted that this is in line with data protection and bound by the General Data Protection Regulations (GDPR) principals. This data evaluation then determines our equality projects and areas of further prioritisation. It is, however, recognised that staff are only encouraged and not directed to disclose protected characteristics if they so wish, which is usually done via the self-declaration portal. We also use this data to compare it to our demographic information that we collect as part of the Census, to ensure that our workforce is largely representative of the communities that we serve.

10.3 There are a wide range of policies to support people who work for us and future employees. These policies let staff know what is expected from them as employees and what they can expect from the Council as an employer. Equality monitoring starts at the point of application and continues through to minimise any unconscious bias and to help us achieve a workforce that is representative of the district.

10.4 The Council staff are active in promoting and supporting diversity in the workforce. This includes:

- Making sure we are fair in what we pay people, through having a non-discriminatory job evaluation scheme.
- Making sure bullying and harassment does not happen in the workplace.
- Supporting employees in making sure they have a good balance of work life and home life (work-life balance).

10.5 The Council understands the law in respect of reasonable adjustments and our duty as an employer to take such steps as are reasonable to prevent any practice, Policy, physical feature of the workplace or any other arrangements being made, which places a disabled employee or applicant at a disadvantage compared to a non-disabled employee or applicant. The Council will consider disability in advance of a recruitment campaign so that advertising, application forms and assessments, arrangements for interviews, job descriptions and employee specifications, and selection criteria are appropriate and as inclusive as possible.

10.6 The Council will ask applicants at the outset if they require any reasonable adjustments to be made to the recruitment process. These may include [ensuring easy access to the premises for an interview/adapting psychometric tests/replacing psychometric tests with an alternative option/providing an alternative to a telephone interview for a deaf candidate/providing a suitable chair for an interview with a candidate suffering from back problems/list other relevant examples].

10.7 The Council is committed to training its workforce on the importance of E, D&I, and therefore all new starters must attend equality, diversity, and inclusion training as part of their onboarding programme.

Every current employee must attend regular equality, diversity, and inclusion training on at least a three-year basis.

All staff are expected to proactively support our E, D&I initiatives in everything that they do.

11. ACCESSIBLE COMMUNICATIONS

11.1 The Council wants to encourage communication with people from different communities and make sure this is done in a way that prevents exclusion.

The Council will: -

- Talk to people and listen to people in the way they find the easiest and best. We will also help others to do the same.
- Look at ways to raise the profile of equality and diversity through targeted positive communications, equality, and diversity events, either as a Council, or working in partnership with other organisations and government bodies. Invitations and publicity for events will clearly state the appropriate booking systems to request any facilities or services required.
- Continue to provide information upon request in a number of different formats or community languages and offer to go through a document personally with

someone to help them understand it. Alternative formats which may include large print, Braille and audio will be available on request.

- Continue to ensure, where possible that public meetings and events are accessible. This includes providing, upon request and in agreement, alternative formats for written documents, help with using the hearing system, level access, accessible toilets, where possible assist with the provision with transport to and from the venue, and adequate emergency exit procedures.

11.2 TRANSLATION AND INTERPRETATION SERVICE

Translation and Interpretation guidance is available to assist officers and our customers in delivering our services. We have access to a service called Language Line, which is available upon request.

Interpreters (including sign language interpreters) can be provided where we receive prior notification that they are required. Information about our services can be provided in different formats/languages with advanced notice.

11.3 COMMENTS AND COMPLAINTS

Comments and complaints are encouraged from our customers in any form of communication – by email, telephone, in writing or face-to-face.

The Council has formal processes for the management of complaints to ensure customers receive informed and considered responses in circumstances where they are unhappy with our services. The Council recognises that information from complaints can help us to improve services in the future.

The Council's mission is to put customers at the heart of what is done and how it is done, regardless of how they chose to contact us. We will respond positively to customers' views and actively seek to promote opportunities for customers to tell us what they think and for them to influence future service development and delivery.

12. EQUALITY MONITORING

12.1 Equality monitoring is looking at the information that is collected about different services and groups of people. This will tell us how well equality and diversity is embedded in the work we do. It is something we think is especially important for understanding our customers. Information about the people who work for us is collected and monitored for the same reason.

This information will be used to: -

- Understand how many people from different protected characteristics are employed by the council
- Understand how many people from different protected characteristics use our services or are not using those services.

- Help understand what diverse groups think about our services and about what can be improved to meet their needs.
- Support service provision, monitor inequalities and demonstrate compliance with legislation.

a generic equality monitoring form has been produced to collect equality and diversity information of service users, residents, and partners, etc.

13. EQUALITY IMPACT ASSESSMENT

13.1 The Equality Impact Assessment (EIA) process reflects best practice in the sector and is in place to support any new/amended proposal, policy, service, or function. This shall be achieved by the following:

- Team Leaders and Managers will all be trained in completing Equality Impact Assessments
- Equality Impact Assessment (EIA) documentation with corresponding guidance notes is available to direct the document writer throughout the process.
- There is a question-and-answer sheet that shall provide information as to common queries that were raised throughout the process of creating the new EIA form.
- EIA's are reviewed and monitored closely by the Equality, Diversity and Inclusion Officer, and advice given.
- EIA's that are completed to a high standard within service departments have the opportunity to allow permission for these to be shared with the staff group. If permission is given, then these are shared.
- Actions arising from equality analysis and assessments will be reflected in Service Plans.

14. PUBLISHING THE RESULTS

14.1 The Council recognises the importance of not only communicating our clear commitment to equality, diversity, and social inclusion but also the importance of keeping local people regularly informed of the progress being made and the outcomes being achieved. This includes opportunities for local people to take part in this work and help contribute to the improvements the council is seeking. To help keep local people informed we will: -

- Share results with selected consultation groups.
- Report to the Corporate Scrutiny Committee annually on progress with the action of this Policy.
- We will publish information on our intranet.
- Produce an end of year report of our progress against the Equality themes which are contained within the Equality, Diversity, and Inclusion Action Plan, and make this available on the Council's website.

- Publish information on the Council's website about the work we do to progress our overall equalities agenda.
- Ensure our customer centre can provide leaflets, documents on Council services and information on new initiatives in community languages upon request.

15. CONCLUSION

15.1 The Policy recognises the constant diversity changes happening across the district and our organisation, and as such the Council is committed to continually reviewing and improving existing structures and practices. There is a firm commitment to provide equality of opportunity, tackling discrimination, harassment, hate and disadvantage and to fostering good relations. The Council is also committed to achieving the highest equality standards in service delivery, decision-making and employment practice.

Appendix 2

Equality Statement

The Council is committed to the equality of opportunity in the workplace, and within all services provided to customers, communities, and stakeholders. The Council believes in fairness, equitable practices and approaches that value diversity, equality, and inclusion. The Council is opposed to all types of discrimination, and unfair/unlawful practices, and the Council will take appropriate action wherever instances of discrimination and harassment occur, in the delivery of services and in the course of employment.

North West Leicestershire District Council has a duty under the Equality Act 2010, and the Public Sector Equality Duty (PSED) to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act,
- Advance equality of opportunity between people who share a protected characteristic and those who do not,
- Foster good relations between people who share a protected characteristic and those who do not.

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Equality Objectives

Objective 1 - Collecting and sharing data – using staff and census data, which allows for sharing of this information within teams and departments to help inform decision making. (Collecting, analysing, and publishing workforce data). Systems are in place to collect and analyse employment data across a range of practices (recruitment, training, leavers, grievance and disciplinaries etc).

Objective 2 – Workforce diversity and inclusion - there is a move towards greater diversity in the Council's workforce profile compared with previous years. There are appropriate examples of positive action to improve diversity. There is evidence that the workforce profile at all levels broadly matches the community profile.

Objective 3 – Political and officer leadership - The political and executive leadership have publicly committed to reducing inequality, fostering good community relations, and challenging discrimination. Therefore, there is active work to further raise the profile of equality, diversity and inclusion (E, D&I) within the Council.

Appendix C - Equality Action Plan

The following four headings below are taken from the Equality Framework for Local Government (EFLG) 2021, and the action plan is built around this framework:

1. Understanding and collaborating with communities
2. Leadership, partnership, and organisational commitment
3. Responsive services and customer care
4. Diverse and engaged workforce.

Understanding and working with your communities

LGA framework points – taken from EFLG 2021	Where NWLDC is at now and responsible officer/team?	What do we want to have achieved by 2028.
<p><u><i>Objective one - Collecting and sharing data.</i></u></p> <p>Effective community engagement – are the communities involved in the decision-making process.</p> <p>Relevant, proportionate, and appropriate information about the local communities and their protected characteristics is being gathered.</p> <p>Information is shared appropriately across the organisation and with partners,</p>	<ul style="list-style-type: none"> • Information as to the district and census changes between 2011 and 2021 have been analysed and will be placed into a dashboard. • The equalities information that is collected by different departments is dependent on need for such confidential information and is done so proportionally. As is proportionate, this information is not held in a single department. • EIA process and form has been reviewed and streamlined – 1 form to be completed for policy/ function/ service and for proposals which is a 	<p>Power BI dashboards have been created and will be shared with managers in 2024/2025 so that service planning can be informed by community data to ensure that the Council is focussing on services that are needed.</p> <p>A process for engaging with communities will have been created by setting up a cross organisation working group to discuss equality matters.</p>

LGA framework points – taken from EFLG 2021	Where NWLDC is at now and responsible officer/team?	What do we want to have achieved by 2028.
informing the planning of services and contributing to better outcomes.	new element. Guidance notes have also been included within the process. This will capture underrepresented groups and should ensure communities are further involved in decision making via consultation.	

LGA framework points – taken from EFLG 2021	Where NWLDC is at now and responsible officer/team?	What do we want to have achieved by 2028.
<p><u><i>Analysing and using data information</i></u></p> <p>Information and data are disaggregated and analysed to support the assessment of local need, impacts of changes to services and priorities. Information and data is used effectively as part of impact assessment/risk assessment ensuring due regard is given to the public sector equality duty.</p> <p>Performance data is monitored against equality objectives and outcomes with key partners and other stakeholders. Equality outcomes for commissioned and procured services are monitored and reported on.</p>	<ul style="list-style-type: none"> • This will be achieved through the EIA process. 	<p>To work alongside East Midlands Councils.</p> <p>Leicestershire Equality Forum (LSEF) supports the delivery of the equality, diversity and human rights agenda within statutory bodies, and the voluntary and community sectors.</p> <p>It is made up of people from various organisations across the area, responsible for progressing equality and diversity.</p>

LGA framework points – taken from EFLG 2021	Where NWLDC is at now and responsible officer/team?	What do we want to have achieved by 2028.
<p><u>Effective community engagement</u></p> <p>A whole Council approach to the development of inclusive community engagement structures is being developed throughout the organisation. There are opportunities for communities to be involved in decision making.</p> <p>People from under-represented groups are encouraged and enabled to participate in decision making. A range of engagement methodologies are used. Priorities have been changed because of community engagement with a clear and demonstrable evidence basis. The organisation and its partners share information and the results of engagement activities to ensure that particular groups are not being over consulted with.</p>	<ul style="list-style-type: none"> • Where a policy/function/service or proposal that is being considered may affect certain members of a community, an EIA is completed to help establish which communities/ those with protected characteristics will be affected, and how to mitigate against these. • Through the EIA process, consultation should form part of the due regard test of evidence gathering. • For example, the census has shown that the majority of residents in the district identify as white, and that the largest religion/belief is that of Christianity. This is similar for other protected characteristic groups. However, there is a majority of people who do not identify with any religion or belief, and this information has been fed into the corporate events list process, and the current list has been signed off by full Council. 	<p>To establish what community engagement is currently being undertaken and ensure that future engagement activity (with changes as necessary) is enabling all residents to be able to participate in decision making.</p>

LGA framework points – taken from EFLG 2021	Where NWLDC is at now and responsible officer/team?	What do we want to have achieved by 2028.
<p><u>Fostering good community relations</u></p> <p>The organisation and its partners have a strong understanding of the quality of relations between different communities and collectively monitor relations and tensions.</p> <p>The organisation and its partners are actively engaged in planning and delivering activities that foster good relations. I.e. Harassment and hate crimes are monitored and analysed regularly. Appropriate action is taken to address the issues that have been identified. Members play a role in monitoring community relations and reporting intelligence.</p>	<ul style="list-style-type: none"> • Harassment is monitored from an internal perspective via HR statistics in reference to disciplinary or police referral cases. 	<p>Where it is identified that a hate crime impacts on a community with protected characteristics – we will make sure that community groups / housing etc are working with local Joint Action Groups (JAG) and partners to minimise the problem – for example we may need to be looking at how we allocate housing safely etc.</p>

LGA framework points – taken from EFLG 2021	Where NWLDC is at now and responsible officer/team?	What do we want to have achieved by 2028.
<p><u>Participation in public life</u></p> <p>The Council has an understanding of public life by different communities/or those with protected characteristics (developing).</p> <p>Local people are encouraged to participate in public life or in other activities where they are under-represented. The council uses a range of different methods, and it is able to innovate and find new ways to extend participation in certain communities (achieving)</p>	<ul style="list-style-type: none"> • Through analysis of the censuses 2011 and 2021 the Council has a good understanding of the population makeup of the district. This can be used to inform service delivery and community engagement. 	<p>To build upon and develop the current corporate events list which enables the Council to educate, celebrate and commemorate certain events throughout the year.</p>

Leadership, partnership, and organisational commitment

LGA framework points	Where NWLDC is at now?	What do we want to have achieved by 2028.
<p><u><i>Political and officer leadership</i></u></p> <p>All across the organisation from senior management to officers and beyond, there is some evidence of action, not just 'talking about it.' The organisation has established and publicised a strong business case for its equality work. Ensure committed leadership, partnerships and show good organisational commitment. The political and executive leadership have publicly committed to reducing inequality, fostering good relations, and challenging discrimination.</p>	<ul style="list-style-type: none"> E, D&I training offered to whole staff group has taken place. An external trainer conducted sessions relating to unconscious bias (specifically relating to the recruitment process). Corporate events list 2024 now in place and being actioned. 	<p>Opportunities for senior leaders and managers to engage with equality and diversity events will continue in order to demonstrate, commitment and leadership.</p> <p>All new and existing staff will be given Equality, Diversity, and Inclusion (ED&I) training.</p>
<p><u><i>Priorities and partnership working</i></u></p> <p>Partnership working arrangements are being reviewed with the voluntary and community sector and the wider community to ensure that local equality priorities are addressed. There is support and investment in the voluntary and community sector that it is able to work as a network or collective with the Council.</p>	<ul style="list-style-type: none"> The Council is a member of the East Midlands Council (EMC) and LSEF group, to share best practice. 	<p>Opportunities to work in partnership will continue to be supported where appropriate.</p>

LGA framework points	Where NWLDC is at now?	What do we want to have achieved by 2028.
<p><u>Using equality impact assessments (EIA)</u> The organisation can demonstrate that improvements in equality outcomes are being delivered as a result of effective equality analysis/impact assessment, and that negative impacts have been mitigated.</p>	<ul style="list-style-type: none"> • This has been achieved through the EIA workshops training. The monitoring and evaluation of the EIA form will allow us to map out if improvements have been made. • Current audits of EIA are being undertaken, at random intervals for quality checks. It was agreed that certain EIA's will be shared on an internal platform. • Contact was made with the agencies below\. • Age UK • Melton Mencap • Leicestershire Centre for Integrated Living (LCiL) – could provide support on employing those with autism at work only - at current time. • The Race Equality Centre in Leicester and Leicestershire. Due to funding and under resources, no agency could commit to helping the Council to undertake any consultation work if needed. 	<p>By 2028. an effective network of external groups and stakeholders that contribute to our equality outcomes will be in place.</p>

Responsive services and customer care

LGA framework points	Where NWLDC is at now?	What do we want to have achieved by 2028.
<p><u>Commission and procurement services.</u></p> <p>The organisation ensures that procurement and commissioning processes and practices take account of the diverse needs of clients, and that providers understand the requirements of the Public Sector Equality Duty. The organisation ensures that procurement and commissioning processes and practice take account of the diverse needs of clients and that providers understand the requirements of the Public Sector Equality Duty.</p>	<ul style="list-style-type: none"> • Bids or proposals should be captured as part of the EIA analysis. The EIA form now includes the word 'proposal' which should help with this aspect. 	<p>The procurement process will include as assessment of fair and equitable practices so that where appropriate goods and services purchased by the Council take account of the diverse needs and priorities of residents and service users.</p>
<p><u>Integration of equality objectives into planned service outcomes</u></p> <p>Equality objectives for the organisation have been set and published in accordance with the requirements to support the Public Sector Equality Duty.</p>	<ul style="list-style-type: none"> • Equality homepage has been updated, and the equality objectives have been set and presented to CLT. • Service plans have been reviewed and challenged to ensure that they incorporate equality objectives into the service outcomes that they are required to deliver. 	<p>All Service Plans will incorporate equality objectives where appropriate.</p>

LGA framework points	Where NWLDC is at now?	What do we want to have achieved by 2028.
<p><u>Service delivery and design.</u></p> <p>The organisation has systems to collect, analyse and measure how satisfied all sections of the community are with all services. There is evidence that services are meeting the needs of a diverse community, and that take up of services is representative of the wider community.</p> <p>The mapping and satisfaction data collected is disaggregated by different equality groups or vulnerable communities.</p> <p>There are mechanisms in place for service users to be consulted about service development and delivery.</p> <p>Take up of services is representative of the community in proportions that would be expected.</p>	<ul style="list-style-type: none"> • There are mechanisms in place for service users to be consulted about service development and delivery in some departments, and these will be further picked up through consultation in EIA process. • HR is collaborating with Customer Services to capture information based on age and gender. This information can then be built on in terms of trying to gauge a picture of what the Council's customer base looks like. • HR has worked alongside Legal Services to create an Individual actions EIA form. This form will sit alongside the general EIA process. This should ensure that if an action is being taken against an individual, then due regard is taken, monitored, and mitigated against. 	<p>Customer satisfaction rates will be monitored and reviewed and fed into the delivery and design of services.</p>

Diverse and engaged workforce.

LGA framework points	Where NWLDC is at now?	What do we want to have achieved by 2028.
<p><u>Workforce diversity and inclusion</u></p> <p>There is a move towards greater diversity in its workforce profile compared with previous years, including increasing the levels of previously under-represented groups at all levels of the organisation.</p> <p>There are appropriate examples of positive action to improve diversity. There is evidence that the workforce profile at all levels broadly matches the local labour market/community profile. There are reasonable explanations for gaps (e.g., the community profile is constantly changing or there is a retired population) and what the organisation is doing about it. Good use is made of flexible working arrangements and targeted career pathway initiatives to address potential barriers and under representation.</p>	<ul style="list-style-type: none"> • Recruitment, transfer, leavers, and promotion information via strand of ethnicity, age, and gender is recorded. • HR has worked alongside Legal Services to create an Individual actions EIA form. This form will sit alongside the general EIA process. This should ensure that if an action is being taken against an individual, then due regard is taken, monitored, and mitigated against. • Census Ethnic group, national identity, language, and religion has been published 29 November 2022, and placed into a dashboard, this will be made available to managers in 2024/2025. • Introduction of hybrid working and the promotion of flexible working. This aims to break down potential barriers to work more flexibly. Also, could positively affect females, and anyone with a disability. 	<p>The current workforce is representative of the local district population, By 2028 the workforce will be more representative of the wider regional profiles.</p>

LGA framework points	Where NWLDC is at now?	What do we want to have achieved by 2028.
	<ul style="list-style-type: none"> • The Council has recognised that the some vulnerable/disadvantaged groups are not legally covered as a protected characteristic, however we have chosen to recognise the following as a non-legal protected characteristic. • Care Leaver: A care leaver is an adult aged under 25 who spent time in care as a child (i.e., under the age of 18). This care could have been approved by the state through a court order or on a voluntary basis. It encompasses various forms of care, such as foster care, residential care (including children’s homes), and other arrangements outside the immediate or extended family. 	
<p><u><i>Inclusive strategies and policies</i></u></p> <p>The organisation has an excellent set of policies and procedures in place which are actively promoted to staff from all protected groups and used by managers to promote equality. Strategic, innovative, and holistic approaches have been considered to improve outcomes.</p>	<ul style="list-style-type: none"> • Return to work interviews, reflection times are conducted regularly. Managers have all had training in ‘handling difficult conversations and the health and wellbeing team has run Make Every Contact Count (MECC) Training. • Evaluation of EIA workshops has taken place, and the feedback has been 	<p>Our policies, plans and training programmes will be evaluated for their impact on inclusivity and proven to have an effective impact.</p>

LGA framework points	Where NWLDC is at now?	What do we want to have achieved by 2028.
<p>Staff say that they can have difficult conversations with their managers about aspects of equality at work and in the wider world that affect them and their colleagues.</p> <p>Training and development strategies are proven to be making a significant difference to the wider equality agenda for employees and for workforce diversity. Staff involved in equality networks are satisfied that they are listened to and that they can make a difference in the organisation.</p>	<p>positive. Many have reported that this has helped them in their understanding of the requirements of the Public Sector Equality Duty.</p> <ul style="list-style-type: none"> • I Trent system will allow staff to record their protected characteristics anonymously. Information to be monitored and analysed by HR only. 	

LGA framework points	Where NWLDC is at now?	What do we want to have achieved by 2028.
<p><u><i>Learning, development, and progression</i></u></p> <p>The organisation carries out regular assessments of their training, learning and development needs of members and officers in order that they understand their equality duties and take action to deliver equality outcomes. Consideration is given to the progression of under-represented groups.</p> <p>An assessment has been made as to what equality-related training, learning or development is required in the organisation. Appropriate behavioural competencies have been identified for the workforce.</p> <p>The learning and development plan/strategy take account of equality issues including the progression of under-represented groups. Induction training for new members includes equality and all members are offered equality training. Appraisal processes ensure staff and managers are aware of their equality-related responsibilities and accountabilities.</p>	<ul style="list-style-type: none"> • EIA training was rolled out to all team leaders and managers in October 2022. • Staff training available to all staff and new starters. Appraisals do pick up equality related responsibilities. 	<p>To have developed and implemented a customised equality training programme for members.</p> <p>To have reviewed and updated behavioural competencies to include and consider ED&I.</p>

LGA framework points	Where NWLDC is at now?	What do we want to have achieved by 2028.
<p><u>Collecting, analysing, and publishing workforce data</u></p> <p>Systems are in place to collect and analyse employment data across a range of practices (recruitment, training, leavers, grievance and disciplinaries etc). It is possible to analyse data by all the protected characteristics whilst ensuring that there are appropriate safeguards in place to protect from any risk of personal identification.</p> <p>Data on applicants, people shortlisted, and the composition of the workforce is systematically collected. This can be categorised by the protected characteristics.</p> <p>The organisation considers and is addressing pay gaps across other areas of inequality such as religion and belief/ age, LGBT+ etc.</p>	<ul style="list-style-type: none"> Equalities information relating to the Council's work force is being collated and published into a dashboard that will be made available to managers in 2024/2025. Senior HR Advisor is also collating information as to leavers, recruitment, retention demographic and protected characteristic information for analysis and monitoring. Sensitive protected characteristics are collated by the employee self-access portal on I Trent: that is only accessible by HR only. 	<p>The Council's Gender pay gap will be reported annually.</p> <p>Data in relation to ethnicity pay gap will start to be collated in 2024/25, with a view to publication from 2025/26 onwards, annually.</p>

LGA framework points	Where NWLDC is at now?	What do we want to have achieved by 2028.
<p><u>Health and wellbeing</u></p> <p>There is a positive health and wellbeing culture throughout all levels and areas of the organisation which supports all employees sense of identity and self-esteem. Staff feel well supported by their managers and the policies of the organisation. There have been significant outcomes in the health and wellbeing of all staff including those with protected characteristics.</p> <p>The organisation understands the concept of different models of disability.</p>	<ul style="list-style-type: none"> • All staff are given the same benefits, i.e., access to Employee Assistance Programme (EAP), UK healthcare. The UK healthcare scheme also covers existing medical conditions. • Staff have access to the health and wellbeing hub. • Remote access to the sickness absence meetings has meant consistency in ensuring policies are applied proportionally. The Council ensures that reasonable adjustments and recommendations are made so that all individuals can participate in work, social and general activities. • An employee wellbeing policy and strategy in place. • The Equalities team partners with the health and wellbeing team to promote topics, such as world mental health day. 	<p>Health and wellbeing initiatives will continue to be innovative.</p> <p>To seek employee views on the impact of the Health and Wellbeing policy and strategy.</p>

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

CORPORATE SCRUTINY COMMITTEE – THURSDAY, 29
AUGUST 2024

Title of Report	CORPORATE CHARGING POLICY	
Presented by	Paul Stone Strategic Director of Resources	
Background Papers	General Fund Budget and Council Tax 2023/24 – Council 23 February 2023.	Public Report: Yes
Financial Implications	There are no direct financial implications resulting from this report. However, the Policy allows the Council to charge for services. This generates in excess of £10m per year.	
	Signed off by the Section 151 Officer: Yes	
Legal Implications	No direct legal implications arising out of these changes.	
	Signed off by the Deputy Monitoring Officer: Yes	
Staffing and Corporate Implications	There are no staffing and corporate implications.	
	Signed off by the Head of Paid Service: Yes	
Reason Agenda Item Submitted to Scrutiny Committee	To receive the Committee's comments on the Council's revised Corporate Charging Policy.	
Recommendations	THAT THE COMMITTEE PROVIDES ANY COMMENTS IT MAY HAVE FOR CONSIDERATION BY CABINET WHEN IT MEETS TO CONSIDER THE POLICY ON 24 SEPTEMBER 2024.	

1.0 BACKGROUND

- 1.1 The Council provides a wide range of services to local residents, businesses and visitors and generates significant income as a result. Local income generation, when done in the right way, presents the Council with an opportunity to maximise its financial position and, in the case of the General Fund, an opportunity to reduce its reliance on government grant. In addition, charging for services can also present opportunities to achieve the Council's corporate priorities, for example by encouraging or discouraging the use of a service or to alter the behaviour patterns of residents or businesses.
- 1.2 Following a review of the Council's Constitution, it has been determined that the Charging Policy is not aligned with the Council's Constitution. The Section 151 Officer has identified a discrepancy between the Policy and the Council's Constitution, indicating a need for a minor technical amendment.

1.3 This position is integral to the strategic management and delivery of council services, acting as a safeguard against governance issues that may arise from policy misalignment. The discovery of such a discrepancy is a testament to the vigilance required in the continuous monitoring and updating of policies to reflect the current legal and constitutional framework of the Council. It is essential that the necessary technical changes are implemented promptly to restore alignment and uphold the integrity of the Council's governance processes.

2.0 REVISIONS TO THE POLICY

2.1 The revised Policy is documented in Appendix 1. The changes are highlighted in the below:

- a) Paragraph 4.5 has been updated to reflect a discrepancy as detailed in paragraph 1.2 above and remove the requirement for budget holders to inform finance of the percentage change.

~~Budget holders must communicate the effective percentage change of proposed revised charges to Finance to be included in the proposed budget for approval.~~ The proposed changes to charges will be submitted to Cabinet as part of the draft budget ahead of the statutory consultation period and will be approved by Cabinet as part of the final budget Council in the February/March. The key considerations of the EIA [Equality Impact Assessment] will be conveyed within the budget reports for member consideration.

- b) Amending all references of the Head of Finance to the Section 151 Officer to reflect the change in restructure in May 2023.

Policies and other considerations, as appropriate	
Council Priorities:	A well-run council
Policy Considerations:	None.
Safeguarding:	None.
Equalities/Diversity:	Equality Impact Assessments will be completed as part of the setting of fees and charges within services.
Customer Impact:	None.
Economic and Social Impact:	Charging for services is a significant source of income for the Council and helps to support a balanced budget, as well as recovering costs associated with service delivery ensuring that the financial burden is shared by those who use the service.
Environment, Climate Change and zero carbon:	None.
Consultation/Community Engagement:	None.
Risks:	Aligning policies with the Council's Constitution

	helps avoid legal challenges and potential invalidation of these policies. This reduces the risk of legal disputes.
Officer Contact	Anna Crouch Head of Finance anna.crouch@nwleicestershire.gov.uk

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CORPORATE CHARGING POLICY

Item	The Corporate Charging Policy establishes the Corporate Charging Principles to be considered when setting the fees and charges for services provided by the Council. It also outlines a framework for determining charging levels, having due regard to corporate objectives, demand for services and legislation.
Reference:	CCP-01
Status:	Final
Originator:	Tracy Bingham – Head of Finance
Owner:	Anna Crouch – Head of Finance
Version No:	1.3
Date:	August 2024

Key policy details

Approvals

Item	Date of Approval	Version No.
Consulted with Corporate Scrutiny Committee	29 August 2024	1.3
Reviewed by Cabinet		
Approved by Council		

The policy owner has the authority to make the following minor changes without approval

- Updating of job titles to reflect changes in roles and responsibilities
- Minor amendments as a result of changes in national policy and changes to local priorities

Policy Location

This policy can be found on the Council's website.

Revision history

Version Control	Revision Date	Summary of Changes
1.3	August 2024	Amended reference to the 'Head of Finance' to the 'Council's S151 Officer' Updated paragraph 4.5 to reflect the Constitution.

Policy Review Plans

This policy is subject to a scheduled review once every three years or earlier if there is a change in legislation or local policy that requires it.

Distribution

Title	Date of Issue	Version No.
Cabinet		
Website Updated		

1.0 INTRODUCTION

- 1.1 The Council provides a wide range of services to local residents, businesses and visitors for which it is able to make a charge either under statutory powers set by the Government or discretionary powers where charges are set by the Council.
- 1.2 In the current local government funding environment, local income generation, when done in the right way, presents the Council with an opportunity to maximise its financial position and be more self-sufficient. Charging for services can also present opportunities to achieve policy objectives, for example by encouraging or discouraging the use of a service or altering the behaviour patterns of residents or businesses.
- 1.3 Decisions around charging for services are taken in reference to the Council's public sector ethos. As a public sector body, the Council needs to work within legislation, regulation and a political framework and this can sometimes limit the scope of what the Council can do. Adopting a commercial approach will provide opportunities to bring in additional external income to protect front line services whilst benefitting the locality.
- 1.4 This charging policy outlines the key principles to be considered in charging for services in a transparent and consistent manner. The purpose of this Policy is not to be over-prescriptive, but rather to provide a framework for how the Council approaches charging for its services. The application of this Policy should bring greater clarity to the process for setting charges and will, therefore, assist the Council in achieving its Corporate Objectives. It is also intended to help guide the process of reviewing charges for existing services and setting charges for any new services that may be introduced in the future.

2.0 LOCAL AUTHORITY POWERS TO TRADE COMMERCIALY – THE STATUTORY BACKGROUND

- 2.1 The Local Government Act 2000 gave local authorities wide powers to act for the economic, social and environmental well-being of their areas. The general power to charge for discretionary services was included in the Local Government Act 2003.
- 2.2 The Council is permitted under the general power of competence to charge individuals for discretionary services. No additional legal structure is needed for this but, the Council is only permitted to recover its costs of delivering the relevant service – it cannot make profits.
- 2.3 If the Council intends to carry out commercial activities with individuals and private organisations, then section 4 of the Localism Act 2011 and section 95 of the Local Government Act 2003 require those commercial activities to be carried out through a company. Such activities must relate to the Council's discretionary functions only. A business case must be prepared and approved by the Council before the activities are carried out. The cost of support provided to the company by the Council must be recovered from the company.
- 2.4 The Council may trade with public bodies listed under the Local Authorities (Goods and Services) Act 1970 and its subsequent statutory instruments. It may also make its staff available to work for certain type of public body under section 113 Local Government Act 1972. The Council may make a profit on its activities under these Acts. No additional legal structures are required to trade under these powers although these activities do need to be identifiable in the Council's accounts.

- 2.5 The decision on whether to make a charge (and its level) is not always within the control of the Council and so it is critical that officers considering implementing or revising charges are aware of the statutory context in which they are delivering services.
- 2.6 Services that the Council charges for are split into two areas:
- a) **Chargeable Statutory Services** - These are statutory services that the Council must provide but is able to charge for – either the methodology in determining charges or the charges themselves are prescribed. These charges can still contribute to the financial position of the Council.
 - b) **Discretionary Services** - Discretionary services are generally that an authority can provide but is not obliged to provide. Local authorities can make their own decisions on setting charges for discretionary services.
- 2.7 It is recognised that in some circumstances (such as Building Control) the approach to the use of surplus income may also be influenced by central government guidance.

3.0 HOW WILL CHARGES BE DETERMINED

- 3.1 It is critical that the implications of the charging decisions being taken are fully understood and that the officers to whom charge setting powers have been delegated have the appropriate information they need to make informed choices.
- 3.2 Charges may be set differentially, so that different people are charged different amounts. Authorities are not required to charge for discretionary services and may provide them for free if they so decide.
- 3.3 Charges will not be limited to a level that covers the costs of providing that service, but rather levels will be set based on market conditions with reference to the Council's policy objectives, the statutory constraints surrounding the ability for all Local Authorities to make profits and the alternative models for delivery available.
- 3.4 Assessing the impact of charging decisions to customers is a fundamental aspect of the decision-making process. Where it is appropriate to do so (for example, when a charge is payable by an individual), an Equality Impact Assessment (EIA) for a charge introduction or variation must be completed to demonstrate the impact to customers and this must be presented alongside the financial information to decision makers. Where the customer is a corporate or public sector body an EIA may not be necessary but work to evidence the impact of proposed charges to these customers should be fully considered and presented to decision makers.
- 3.5 In some circumstances it may be appropriate to consider offering a subsidy to all users or certain key groups where it is consistent with achieving the Council's Corporate Priorities. Please see section 7 of this policy for further considerations around subsidising charges.
- 3.6 Charges should be set at levels that, as far as possible, do not preclude members of the public from using or benefiting from a service. Consideration should be given to the ability of individuals, including those of limited means, to meet the charges and benefit from the service available.

- 3.7 There are four fundamental principles to the Council's Corporate Charging Policy:
- a) Services should raise income wherever there is a power or duty to do so and are best placed to determine the charge level based on the impact to customers and the fulfilment of corporate priorities;
 - b) The income raised should seek to generate profit if it is effective and lawful to do so within the appropriate trading structure or seek to sustain a full cost recovery position when it is not appropriate for profits to be generated. Subsidising of charges should be considered where it is necessary and in line with the Council's public sector ethos;
 - c) The impact to customers in determining charges must be fully considered and an Equality Impact Assessment (EIA) (or other impact assessment for corporate or public sector bodies as necessary) must be completed; and
 - d) Any departures from this policy must be justified in a transparent manner with reference to the relevant charging strategy and how the charge promotes financial sustainability, manages the impact on customers and/or meets the Council's priorities.
- 3.8 Adoption of these principles will be undertaken on both new and current charges. Where there is a disparity between the current charging position and the desired charging strategy (see Table 1), steps will be taken as outlined in section 4 as part of the annual review of charges.
- 3.9 Effective charging decisions require a solid market knowledge, benchmarking of costs against other public sector bodies and sometimes the private sector, and also an understanding of the impact such charges have on the use and in some circumstances, the delivery of a service.
- 3.10 There are situations where the Council may decide not to raise income when it is empowered to do so or not to recover the full cost of providing a particular service. Members or Officers must be supplied with the information to allow them to make these decisions in a structured manner in line with the charging strategies contained within this policy. A decision to forego income or to subsidise a service is a policy decision having regard to resources and is significant as any decision made in the budget setting process.
- 3.11 Charges should recover the actual cost of providing the service, including the recovery of organisational overheads apportioned to the charging service area. Discretion around the recovery of organisational overheads will be allowed to ensure that charges are not disproportionate with the actual level of corporate or directorate support likely to be consumed in delivering a chargeable service.
- 3.12 It is recognised that it will not be appropriate to recover the full costs in all circumstances and the actual amount of charge proposed could mean that a subsidised charging strategy is adopted as a result of:
- Any relevant Council strategies or policies and any subsidy or concessions given (concessionary groups and levels are explained in Section 7);
 - Market conditions and prices charged by competitors and/or other local authorities;

- The need to avoid any potential distortion of the market which might otherwise occur from pricing services below the levels charged by private sector concerns for similar services;
- The desirability of increasing usage of a given service; and/or
- The possibility of increasing savings for the Council The need to be competitive and not recover organisational overheads.

3.13 All charges will be set in line with this policy and should fall into one of the categories set out in the following table which expands on different charging strategies of for discretionary services.

Table 1 – Charging Strategies

Charging Strategy		Objective
Statutory		Charges are set nationally and local authorities have little or no opportunity to control such charges. Charges are set through either of the following scenarios: a) A statutory charge determined by central government; or b) Where there is a statutory framework for setting charges. Under b) it is still possible for charges to fall under the subsidised or full cost recovery strategies.
Free		The Council chooses to make the service available at no charge to meet a service objective
Subsidised	Corporate Priority	The Council wishes users of the service to make a contribution to the costs of providing the service in order to meet a corporate priority.
	Concession	The Council wishes all users of the service to make a contribution to the costs of providing the service, in order to meet a service objective, but recognises that the service users will not be able to contribute in full.
	Business Development	The Council wishes users of the service to make a contribution to the costs of providing the service in order to: - allow competition with other providers/secure market share whilst the service is established; or - as part of a wider business strategy that sustains a better financial position with a product/service sold at a loss.
Full Cost Recovery		The Council aims to recover the costs of providing the service from those who use it, including recovering service management time and an allowance (based on a corporate percentage) for the recovery of organisational overheads.
Profit Generating		The Council aims to recover the cost of providing the service and make a surplus. (Where the customer is NOT a public body, trading for a profit must be via a trading company).

3.14 Consideration should be given in all cases as to whether VAT is applicable and appropriate advice from the Council's insurers with regards to additional insurances

required should be obtained. Advice on both of these matters can be provided by the Finance Team.

- 3.15 Income that is derived from charging for services must be used to offset the cost of providing the service. Any surplus must be paid to the General Fund/Housing Revenue Account, as applicable, but must be considered in reviewing charges.
- 3.16 Under the Full Cost Recovery methodology, where a surplus has been generated, the estimated cost of providing the services for the next year must be assessed to ensure that a surplus is not generated over a the five year period of the Medium Term Financial Plan.

4.0 ANNUAL REVIEW OF EXISTING CHARGES

- 4.1 All charges within the Council's control should be reviewed at least annually as part of setting the following year's annual budget and charge increases should be set to take effect from April. All the factors set out above should be taken into consideration in order that officers may make informed choices on the level of charge to be set.
- 4.2 The baseline assumption is that all charges within the Council's control should be increased annually by an agreed inflationary percentage. The inflationary percentage will be based on the September CPI unless exceptional circumstances occur. Before applying this annual uplift, however, a review of existing charges will be undertaken to identify any discretionary charges for which such an increase would not be considered appropriate. In addition, application of an inflationary uplift should not be seen as removing the need to review the efficiency of all services on an on-going basis.
- 4.3 The Council must calculate how much it needs to spend to provide services and how much income it can expect from charges and the amount from specific government grants it will receive. This policy does not prescribe the format in which officers will review charges, but it is recommended that updating the service snapshot trading accounts will be the most effective format for reviewing the current and future service costs associated with providing a service.
- 4.4 Officers reviewing charges must consider the impact to customers and complete an Equality Impact Assessment (EIA) (or other impact assessment for corporate or public sector bodies as necessary), as outlined in paragraph 3.4 above.
- 4.5 The proposed changes to charges will be submitted to Cabinet as part of the draft budget ahead of the statutory consultation period and will be approved by Cabinet as part of the final budget. The key considerations of the EIA will be conveyed within the budget reports for member consideration.
- 4.6 The review will not preclude the continuous monitoring of budgets having regard to take- up of the service, market forces and achieving target income levels.
- 4.7 It is considered to be good practice that, where possible, a minimum of one month's notice should be given to customers before any new or revised charges are implemented.

5.0 VARYING CHARGES IN-YEAR

- 5.1 Where there is a strong case for amendment of charges in-year, Team Managers should discuss with their Head of Service who will consult with the relevant Director, Portfolio Holder and the Council's Section 151 Officer for decision.
- 5.2 Proposals for short term promotions / sales in-year and/or the introduction of a concession or an amendment to an existing concession, should be discussed with the Head of Service and approved by the Director, Portfolio Holder and the Council's Section 151 Officer for decision unless otherwise delegated. The Portfolio Holder, for reasons of a political nature, may refer the decision to Cabinet even if it falls outside of the 'financial key decision' definition.
- 5.3 Proposals must consider the impact to customers and complete an Equality Impact Assessment (or other impact assessment for corporate or public sector bodies as necessary), as outlined in paragraph 3.4 above. This assessment must be presented alongside financial and other relevant information to the Director, Portfolio Holder and the Council's Section 151 Officer as part of the decision making so that the impact to customers is fully considered.
- 5.4 It is considered to be good practice that, where possible, a minimum of one month's notice should be given to customers before any new or revised charges are implemented.
- 5.5 Appropriate records must be retained in line with section 8 of this policy.
- 5.6 Officers must have regard to what may constitute a 'financial key decision' and act in accordance with the requirements of the Council's Constitution.

6.0 INTRODUCING NEW CHARGES

- 6.1 Before a new charge is introduced the financial and legal context for charging must be determined. A careful calculation of the costs of provision, utilising the snapshot trading account for the service area, and appropriate level of charge alongside anticipated demand must be undertaken. Financial and Legal advice must be sought and the legal authority for levying the charge must be established.
- 6.2 As above, the Council must calculate how much it needs to spend to provide services and how much income it can expect from charges and the amount from specific government grants it will receive. This policy does not prescribe the format in which officers will review charges, but it is recommended that updating the service snapshot trading accounts will be the most effective format for reviewing the current and future service costs associated with providing a service.
- 6.3 Proposals must carefully consider the impact to customers and an Equality Impact Assessment must be completed to demonstrate this (or other impact assessment for corporate or public sector bodies as necessary), as outlined in paragraph 3.4 above. This assessment must be presented alongside financial and other relevant information to officers or members as appropriate as part of the decision-making process so that the impact to customers is fully considered.
- 6.4 Where a proposal exists to introduce a new charge for a discretionary service that may constitute a 'financial key decision' it is a matter for consideration by Cabinet.

6.5 Where a proposal exists to introduce a new charge for a discretionary service that does not constitute a 'financial key decision' it is a matter for consideration by the relevant Head of Service and Director in consultation with the relevant Portfolio Holder and the Council's Section 151 Officer. The Portfolio Holder, for reasons of a political nature, may refer the decision to Cabinet even if it falls outside of the 'financial key decision' definition.

7.0 KEY PRINCIPLES – WHICH CUSTOMERS SHOULD RECEIVE A SUBSIDY?

7.1 In some circumstances it may be appropriate to consider offering a subsidy to all users or certain key groups where it is consistent with achieving the Council's corporate priorities.

7.2 Recognising this, it is Council policy that when charges are reviewed, concessions where appropriate should be considered for certain groups of customers. In some circumstances concessions may not be appropriate and it will be necessary to consider the impact on income levels before introducing the concession.

7.3 It is the policy of the Council that when charges are reviewed concessions should be considered for different groups of customers. Included in Appendix 1 are details of the current customer groups that should be considered. This policy delegates the maintenance of this list of different customer groups to the Council's Section 151 Officer so that different customer groups who are not known at the time of writing this policy are not disadvantaged.

7.4 This policy retains discretion in respect of the level of concession - concession of between 25% and 100% of the full charge may be appropriate in some cases.

7.5 Concessions may not be appropriate in all circumstances, and it will be necessary to consider the impact on income levels before introducing a concession. An assessment of the desirability of offering a concession will form a part of the process of reviewing charges.

7.6 However, it is recognised that there will be important exceptions that will make charging inappropriate in a number of cases. The following examples are not intended to be exhaustive list:

- Circumstances where the service in question is delivered to all residents or householders equally and which could therefore be considered to be funded from Council Tax;
- Circumstances where the administration costs associated with making a charge could outweigh any potential income;
- Circumstances where making a charge would be directly contrary to achieving one of the Council's Corporate Priorities;
- Circumstances where charging would be counterproductive (i.e. it may result in a substantial reduction in use of the service); and
- Circumstances where the Council incurs extra charges to enable people to have fair access to services.

8.0 ADMINISTRATION

8.1 The principles for administering charges are:

- The financial data used to set charges should be maintained on an ongoing basis and charges should be set with reference to the snapshot trading account for the relevant service area to evidence the current/proposed charging strategy;
- Documentation confirming Director of Service, Portfolio Holder and the Council's Section 151 Officer approval of in year changes to charges should be maintained.
- Charges should be simple to understand and administer;
- Charges should be well promoted so that customers can clearly understand the charging structure and methods of payment before they become liable to be paid;
- Where possible methods of payment should be flexible, convenient and take into account the needs of disadvantaged groups in the community (the easier it is to pay, the more likely it is that payment will be made);
- Wherever possible and practicable, payment should be made prior to the service being received or at the point of delivery; and
- The Council's preferred payment method is Direct Debit, BACS or direct payment through the Council's website followed by PayPoint and telephone payments.

9.0 HOW WILL THIS POLICY BE IMPLEMENTED?

9.1 All charges are subject to annual review as part of the Council's budget setting process. The review of existing charges and consideration given to the introduction of new charges will be undertaken having regard to the guidelines and Charging Strategies set out within this Policy.

Customer Groups for whom concessions should be considered

Customer Group	Service Category
Persons in receipt of an approved means tested benefit	Public Health related services e.g. Environmental Health – public health pests (rats and mice), housing standards Waste Services – bulky waste collection Leisure / Healthy lifestyle
Young people under 16 years of age	Leisure / Healthy lifestyle
Full time students	Leisure / Healthy lifestyle
Registered Carers	Leisure / Healthy lifestyle
Senior citizens over state pensionable age	Leisure / Healthy lifestyle
People with a disability	Car parking and public conveniences Leisure / Healthy lifestyle
Care Leavers	Leisure / Healthy lifestyle
Armed Forces Covenant	Leisure / Healthy lifestyle

An approved means tested benefit means the following benefits only:

- Carer's Allowance
- Council Tax
- Universal Credit
- Employment and Support Allowance (Income Based)
- Housing Benefit
- Income Support
- Jobseeker's allowance (Income based)
- Working Tax Credit

Equality Analysis

Completion of Equality Impact Assessment (EIA) Form

Has an EIA form been completed as part of creating / reviewing / amending this policy?	Please tick: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, where can a copy of the EIA form be found?	
If no, please confirm why an EIA was not required?	Equality Impact Assessment are completed for each individual charge (i.e. car parking) and not at policy level, as each charge will have its own impacts.

Corporate Scrutiny Committee – WORK PROGRAMME (as at 20/08/24)

Date of Meeting	Item	Lead Officer	Witnesses	Indicative Agenda Item Duration
December 2024				
5 December 2024	Performance Monitoring Report	Mike Murphy, Head of Human Resources and Organisational Development		30 minutes
5 December 2024	2024/25 Q1 Finance Update	Anna Crouch, Head of Finance		30 minutes
5 December 2024	Draft 2025/26 Housing Revenue Account (HRA) Budget and Rent Setting	Paul Stone, Strategic Director of Resources (Section 151 Officer)		30 minutes
5 December 2024	Draft Robustness of Budget Estimates and Adequacy of Reserves	Paul Stone, Strategic Director of Resources (Section 151 Officer)		30 minutes
5 December 2024	Draft 2025/26 General Fund Budget and Council Tax	Paul Stone, Strategic Director of Resources (Section 151 Officer)		30 minutes

5 December 2024	Draft 2025/26 Capital Strategy, Treasury Management Strategy and Prudential Indicators	Paul Stone, Strategic Director of Resources (Section 151 Officer)		30 minutes
Date of Meeting	Item	Lead Officer	Witnesses	Indicative Agenda Item Duration
March 2025				
13 March 2025	Performance Monitoring Report	Mike Murphy, Head of Human Resources and Organisational Development		30 minutes
13 March 2025	2024/25 Q2 Finance Performance Monitoring	Anna Crouch, Head of Finance		30 minutes
13 March 2025	Housing Repairs Performance Annual Update	Jane Rochelle, Head of Housing		30 minutes
May 2025				
8 May 2025	Performance Monitoring Report	Mike Murphy, Head of Human Resources and Organisational Development		30 minutes

8 May 2025	Customer Services Annual Report	Nichola Oliver, Customer Services Team Manager		30 minutes
8 May 2025	2024/25 Q3 Finance Update	Anna Crouch, Head of Finance		30 minutes

Work requests considered by the Scrutiny Work Programming Group

Work Request	Status/Progress	Committee date to be considered
Housing Repairs Update Report	The report is now scheduled for committee and will be worked on accordingly.	March 2025
The Effectiveness of Public Space Protection Orders (PSPO)	It was agreed to have a report on the matter 6 months prior to the end of the PSPO to include full monitoring data so the committee can evaluate thoroughly.	To be confirmed closer to the end of the PSPO

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

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

- the 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

PREVIOUS SCRUTINY RECOMMENDATIONS TO CABINET

Since the last meeting of the Corporate Scrutiny Committee, the Cabinet has been presented comments by the Committee on the Transformation Delivery Plan report, and the Corporate Complaints report, at the meeting of the Cabinet in June 2024. However, as the Committee did not formally move any recommendations on these reports, none were presented to the Cabinet.

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Notice of Executive Key Decisions

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

The date of publication of this notice is Friday, 23 August 2024. The Deadline for making any representations as to why items marked as private should be considered in public by **Cabinet on 24 September 2024 is 5pm Friday, 13 September 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
September							
Sport England Swimming Pool Support Fund	Cabinet	Key	Private Information relating to the financial or business affairs of any particular person (including the authority holding that information)	24 September 2024	Councillor Michael Wyatt Tel: 07773 341531 michael.wyatt@nwleicester.gov.uk Head of Community Services Tel: 01530 454832 paul.sanders@nwleicester.gov.uk	Sport England Swimming Pool Support Fund	N/A - delegated decision
Proposals for the use of potential underspend of the UKSPF grant allocated to Coalville, to deliver additional workspace outputs	Cabinet	Non-Key	Public	24 September 2024	Councillor Richard Blunt Tel: 01530 454510 richard.blunt@nwleicester.gov.uk Head of Property and Regeneration Tel: 01530 454 354 paul.wheatley@nwleicester.gov.uk	Support for Community Acquisition of CAN HQ, Memorial Square, Coalville	Community Scrutiny, 19 September.

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
Equality, Diversity and Inclusion Policy and Action Plan	Cabinet	Non-Key	Public	24 September 2024	Councillor Keith Merrie MBE keith.merrie@nwleicester shire.gov.uk Head of Human Resources and Organisational Development Tel: 01530 454518 mike.murphy@nwleicester rshire.gov.uk	Equality, Diversity and Inclusion Policy and Action Plan	Corporate Scrutiny 29 August.
Review of Corporate Governance policies 119	Cabinet	Non-Key	Public	24 September 2024	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicester shire.gov.uk Legal Team Manager and Deputy Monitoring Officer kate.hiller@nwleicestershire.gov.uk	Review of Corporate Governance policies	This report will be considered by the Audit & Governance Committee on 7 August 2024.
Commercial Lettings	Cabinet	Key	Private	24 September 2024	Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicestershire.gov.uk Head of Property and Regeneration Tel: 01530 454 354 paul.wheatley@nwleicestershire.gov.uk	Commercial Lettings	N/A delegated Cabinet function

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
Acquisitions and Disposals	Cabinet	Key	Private	24 September 2024	<p>Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicester.gov.uk</p> <p>Head of Property and Regeneration, Head of Housing Tel: 01530 454 354, paul.wheatley@nwleicester.gov.uk, jane.rochelle@nwleicester.gov.uk</p>	Acquisitions	N/A delegated Cabinet function
Supplementary Estimates, Virements and Capital Approvals	Cabinet	Key	Public	24 September 2024	<p>Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicester.gov.uk</p> <p>Head of Finance Tel: 01530 454492 anna.crouch@nwleicester.gov.uk</p>	Supplementary Estimates, Virements and Capital Approvals	N/A delegated Cabinet function
Award of Contracts	Cabinet	Key	Private	24 September 2024	<p>Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicester.gov.uk</p> <p>Strategic Director of Communities Tel: 01530 454819 andy.barton@nwleicester.gov.uk</p>	Award of Contracts	N/A delegated Cabinet function

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 Write Offs	Cabinet	Key	Public	24 September 2024	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Head of Finance Tel: 01530 454492 anna.crouch@nwleicester-shire.gov.uk	Former Tenant Rent Arrears, Current Tenant Rent Arrears, Council Tax, Non-Domestic Rates and Sundry Debts Write Offs	N/A - function delegated to Cabinet
Corporate Charging Policy 121	Cabinet	Non-Key	Public	24 September 2024	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Head of Finance Tel: 01530 454492 anna.crouch@nwleicester-shire.gov.uk	Corporate Charging Policy Corporate Charging Policy	Corporate Scrutiny: 29/08/24
Minutes of the Coalville Special Expenses Working Party	Cabinet	Non-Key	Public	24 September 2024	Councillor Tony Gillard Tel: 01530 452930 tony.gillard@nwleicestershire.gov.uk Head of Property and Regeneration Tel: 01530 454 354 paul.wheatley@nwleicestershire.gov.uk	Minutes of the Coalville Special Expenses Working Party	N/A

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	24 September 2024	<p>Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicester.gov.uk</p> <p>Head of Finance Tel: 01530 454492 anna.crouch@nwleicester.gov.uk</p>	Treasury Management Stewardship Report 2023/24	Audit and Governance Committee - 22/8/2024
October							
East Midlands Development Company 22	Cabinet	Key	Private Information relating to the financial or business affairs of any particular person (including the authority holding that information) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.	22 October 2024	<p>Councillor Keith Merrie MBE keith.merrie@nwleicester.gov.uk</p> <p>Strategic Director of Place Tel: 01530 454555 james.arnold@nwleicester.gov.uk</p>	TBC East Midlands Development Company	no scrutiny proposed as decision about closing down external company and no alternative option can be considered.

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
District Wide Regeneration Framework	Cabinet	Key	Public	22 October 2024	<p>Councillor Tony Gillard Tel: 01530 452930 tony.gillard@nwleicestershire.gov.uk</p> <p>Senior Economic Development Officer tom.stanyard@nwleicestershire.gov.uk</p>	District Wide Regeneration Framework	This report will be considered by the Community Scrutiny Committee in September 2024.
2023/24 Provisional Financial Outturn - Housing Revenue Account (HRA) 123	Cabinet	Key	Public	22 October 2024	<p>Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk</p> <p>Finance Team Manager sarah.magill@nwleicestershire.gov.uk</p>	2023/24 Provisional Financial Outturn - Housing Revenue Account (HRA)	N/A
2023/24 Provisional Financial Outturn - General Fund	Cabinet	Key	Public	22 October 2024	<p>Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk</p> <p>Finance Team Manager sarah.magill@nwleicestershire.gov.uk</p>	2023/24 Provisional Financial Outturn - General Fund	N/A

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
Air Quality Update	Cabinet	Non-Key	Public	22 October 2024	<p>Councillor Michael Wyatt Tel: 07773 341531 michael.wyatt@nwleicester.gov.uk</p> <p>Head of Community Services Tel: 01530 454832 paul.sanders@nwleicester.gov.uk</p>	Air Quality	Community Scrutiny, September 2024.
Future of Waste Services 124	Cabinet	Key	Public	22 October 2024	<p>Councillor Michael Wyatt Tel: 07773 341531 michael.wyatt@nwleicester.gov.uk</p> <p>Head of Community Services Tel: 01530 454832 paul.sanders@nwleicester.gov.uk</p>	Future of Waste Services	Community Scrutiny, September 2024
Performance Monitoring Report	Cabinet	Non-Key	Public	22 October 2024	<p>Councillor Keith Merrie MBE keith.merrie@nwleicester.gov.uk</p> <p>Head of Human Resources and Organisational Development Tel: 01530 454518 mike.murphy@nwleicester.gov.uk</p>	Performance Monitoring Report	Will be considered by the Corporate Scrutiny Committee on 5 December 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
2024/25 Quarter 1 Housing Revenue Account (HRA) Finance Update	Cabinet	Non-Key	Public	22 October 2024	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicester.gov.uk Finance Team Manager sarah.magill@nwleicester.gov.uk	2024/25 Quarter 1 Housing Revenue Account (HRA) Finance Update	Will be considered by the Corporate Scrutiny Committee on 5 December 2024
2024/25 Quarter 1 General Fund Finance Update 125	Cabinet	Non-Key	Public	22 October 2024	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicester.gov.uk Finance Team Manager sarah.magill@nwleicester.gov.uk	2024/25 Quarter 1 General Fund Finance Update	Will be considered by the Corporate Scrutiny Committee on 5 December 2024
Commercial Lettings	Cabinet	Key	Private	22 October 2024	Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicester.gov.uk Head of Property and Regeneration Tel: 01530 454 354 paul.wheatley@nwleicester.gov.uk	Commercial Lettings	N/A delegated Cabinet function

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
Acquisitions and Disposals	Cabinet	Key	Private	22 October 2024	<p>Housing, Property and Customer Services Portfolio Holder</p> <p>Head of Property and Regeneration, Head of Housing Tel: 01530 454 354, paul.wheatley@nwleicestershire.gov.uk, jane.rochelle@nwleicestershire.gov.uk</p>	Acquisitions	N/A delegated Cabinet function
Supplementary Estimates, Virements and Capital Approvals	Cabinet	Key	Public	22 October 2024	<p>Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk</p> <p>Head of Finance Tel: 01530 454492 anna.crouch@nwleicestershire.gov.uk</p>	Supplementary Estimates, Virements and Capital Approvals	N/A delegated Cabinet function
Award of Contracts	Cabinet	Key	Private	22 October 2024	<p>Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicestershire.gov.uk</p> <p>Strategic Director of Communities Tel: 01530 454819 andy.barton@nwleicestershire.gov.uk</p>	Award of Contracts	N/A delegated Cabinet function

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
November 2024							
Draft Local Nature Recovery Strategy	Cabinet	Key	Public	26 November 2024	Councillor Tony Saffell tonyc.saffell@nwleicestershire.gov.uk Head of Planning and Infrastructure Tel: 01530 454668 chris.elston@nwleicestershire.gov.uk	Request from Leicestershire County Council Draft Local Nature Recovery Strategy	The Council is only being asked to agree to publication of the strategy for consultation purposes.
Commercial Lettings 127	Cabinet	Key	Private	26 November 2024	Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicestershire.gov.uk Head of Property and Regeneration Tel: 01530 454 354 paul.wheatley@nwleicestershire.gov.uk	Commercial Lettings	N/A delegated Cabinet function

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
Acquisitions and Disposals	Cabinet	Key	Private	26 November 2024	<p>Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicester.gov.uk</p> <p>Head of Property and Regeneration, Head of Housing Tel: 01530 454 354, paul.wheatley@nwleicester.gov.uk, jane.rochelle@nwleicester.gov.uk</p>	Acquisitions	N/A delegated Cabinet function
Supplementary Estimates, Virements and Capital Approvals	Cabinet	Key	Public	26 November 2024	<p>Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicester.gov.uk</p> <p>Head of Finance Tel: 01530 454492 anna.crouch@nwleicester.gov.uk</p>	Supplementary Estimates, Virements and Capital Approvals	N/A delegated Cabinet function
Award of Contracts	Cabinet	Key	Private	26 November 2024	<p>Andy Barton Tel: 01530 454819 andy.barton@nwleicester.gov.uk</p> <p>Strategic Director of Communities Tel: 01530 454819 andy.barton@nwleicester.gov.uk</p>	Award of Contracts	N/A delegated Cabinet function

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 Write Offs	Cabinet	Key	Public	26 November 2024	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Head of Finance Tel: 01530 454492 anna.crouch@nwleicestershire.gov.uk	Former Tenant Rent Arrears, Current Tenant Rent Arrears, Council Tax, Non-Domestic Rates and Sundry Debts Write Offs	N/A - function delegated to Cabinet
Minutes of the Coalville Special Expenses Working Party 129	Cabinet	Non-Key	Public	26 November 2024	Councillor Tony Gillard Tel: 01530 452930 tony.gillard@nwleicestershire.gov.uk Head of Property and Regeneration Tel: 01530 454 354 paul.wheatley@nwleicestershire.gov.uk	Minutes of the Coalville Special Expenses Working Party	N/A
December 2024							
2024/25 Quarter 2 Housing Revenue Account (HRA) Finance Update	Cabinet	Non-Key	Public	17 December 2024	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Finance Team Manager sarah.magill@nwleicestershire.gov.uk	2024/25 Quarter 2 Housing Revenue Account (HRA) Finance Update	To be considered by the Corporate Scrutiny Committee on 13 March 2025

Decision	Decision Maker	Status of Decision	Public or Private (and reason – where private)	Date of Decision	Contacts	Documents to be submitted to the Decision Maker	Considered by Scrutiny or other Committee
Council Tax Discounts and Exemptions	Cabinet	Key	Public	17 December 2024	<p>Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicester.gov.uk</p> <p>Strategic Director of Resources (Section 151 Officer) paul.stone@nwleicestershire.gov.uk</p>	Council Tax Discounts and Exemptions	
2024/25 Quarter 2 General Fund Finance Update 130	Cabinet	Non-Key	Public	17 December 2024	<p>Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicester.gov.uk</p> <p>Finance Team Manager sarah.magill@nwleicestershire.gov.uk</p>	2024/25 Quarter 2 General Fund Finance Update	To be considered by the Corporate Scrutiny Committee on 13 March 2025
Commercial Lettings	Cabinet	Key	Private	17 December 2024	<p>Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicestershire.gov.uk</p> <p>Head of Property and Regeneration Tel: 01530 454 354 paul.wheatley@nwleicestershire.gov.uk</p>	Commercial Lettings	N/A delegated Cabinet function

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
Acquisitions and Disposals	Cabinet	Key	Private	17 December 2024	<p>Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicester.gov.uk</p> <p>Head of Property and Regeneration, Head of Housing Tel: 01530 454 354, paul.wheatley@nwleicester.gov.uk, jane.rochelle@nwleicester.gov.uk</p>	Acquisitions	N/A delegated Cabinet function
Supplementary Estimates, Virements and Capital Approvals	Cabinet	Key	Public	17 December 2024	<p>Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicester.gov.uk</p> <p>Head of Finance Tel: 01530 454492 anna.crouch@nwleicester.gov.uk</p>	Supplementary Estimates, Virements and Capital Approvals	N/A delegated Cabinet function
Award of Contracts	Cabinet	Key	Private	17 December 2024	<p>Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicester.gov.uk</p> <p>Strategic Director of Communities Tel: 01530 454819 andy.barton@nwleicester.gov.uk</p>	Award of Contracts	N/A delegated Cabinet function

Decision	Decision Maker	Status of Decision	Public or Private (and reason – where private)	Date of Decision	Contacts	Documents to be submitted to the Decision Maker	Considered by Scrutiny or other Committee
Draft 2025/26 Robustness of Budget Estimates	Cabinet	Non-Key	Public	17 December 2024	<p>Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk</p> <p>Strategic Director of Resources (Section 151 Officer) paul.stone@nwleicestershire.gov.uk</p>	Draft 2025/26 Robustness of Budget Estimates	Corporate Scrutiny: 05/12/24
Draft 2025/26 Housing Revenue Account (HRA) Budget and Rent Setting	Cabinet	Key	Public	17 December 2024	<p>Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk</p> <p>Head of Finance Tel: 01530 454492 anna.crouch@nwleicestershire.gov.uk</p>	Draft 2025/26 Housing Revenue Account (HRA) Budget and Rent Setting	Corporate Scrutiny: 05/12/24
Draft 2025/26 General Fund Budget and Council Tax	Cabinet	Key	Public	17 December 2024	<p>Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk</p> <p>Head of Finance Tel: 01530 454492 anna.crouch@nwleicestershire.gov.uk</p>	Draft 2025/26 General Fund Budget and Council Tax	Corporate Scrutiny: 05/12/24

January 2025

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
Tree Management Strategy and General Fund Action Plan	Cabinet	Key	Public	28 January 2025	<p>Councillor Michael Wyatt Tel: 07773 341531 michael.wyatt@nwleicester.gov.uk</p> <p>Head of Community Services Tel: 01530 454832 paul.sanders@nwleicester.gov.uk</p>	Tree Management Strategy and General Fund Action Plan	Will be considered by the Community Scrutiny Committee in December 2024.
Disabled Facilities Grants Review 133	Cabinet	Non-Key	Public	28 January 2025	<p>Councillor Michael Wyatt Tel: 07773 341531 michael.wyatt@nwleicester.gov.uk</p> <p>Head of Community Services Tel: 01530 454832 paul.sanders@nwleicester.gov.uk</p>	Disabled Facilities Grants Review	Community Scrutiny, December 2024
Commercial Lettings	Cabinet	Key	Private	28 January 2025	<p>Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicester.gov.uk</p> <p>Head of Property and Regeneration Tel: 01530 454 354 paul.wheatley@nwleicester.gov.uk</p>	Commercial Lettings	N/A delegated Cabinet function

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
Acquisitions and Disposals	Cabinet	Key	Private	28 January 2025	<p>Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicester.gov.uk</p> <p>Head of Property and Regeneration, Head of Housing Tel: 01530 454 354, paul.wheatley@nwleicester.gov.uk, jane.rochelle@nwleicester.gov.uk</p>	Acquisitions	N/A delegated Cabinet function
Supplementary Estimates, Virements and Capital Approvals	Cabinet	Key	Public	28 January 2025	<p>Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicester.gov.uk</p> <p>Head of Finance Tel: 01530 454492 anna.crouch@nwleicester.gov.uk</p>	Supplementary Estimates, Virements and Capital Approvals	N/A delegated Cabinet function
Award of Contracts	Cabinet	Key	Private	28 January 2025	<p>Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicester.gov.uk</p> <p>Strategic Director of Communities Tel: 01530 454819 andy.barton@nwleicester.gov.uk</p>	Award of Contracts	N/A delegated Cabinet function

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 Write Offs	Cabinet	Key	Public	28 January 2025	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Head of Finance Tel: 01530 454492 anna.crouch@nwleicester-shire.gov.uk	Former Tenant Rent Arrears, Current Tenant Rent Arrears, Council Tax, Non-Domestic Rates and Sundry Debts Write Offs	N/A - function delegated to Cabinet
Robustness of Budget Estimates and Adequacy of Reserves 135	Cabinet	Non-Key	Public	28 January 2025	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Strategic Director of Resources (Section 151 Officer) paul.stone@nwleicestershire.gov.uk	Robustness of Budget Estimates and Adequacy of Reserves	Corporate Scrutiny: 05/12/24
Capital Strategy, Treasury Management Strategy and Prudential Indicators - 2025/26	Cabinet	Key	Public	28 January 2025	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Head of Finance Tel: 01530 454492 anna.crouch@nwleicester-shire.gov.uk	Capital Strategy, Treasury Management Strategy and Prudential Indicators - 2025/26	Corporate Scrutiny: 05/12/24

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 Revenue Account (HRA) Budget and Rent Setting - 2025/26	Cabinet	Key	Public	28 January 2025	<p>Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk</p> <p>Head of Finance Tel: 01530 454492 anna.crouch@nwleicestershire.gov.uk</p>	Housing Revenue Account (HRA) Budget and Rent Setting - 2025/26	Corporate Scrutiny: 05/12/24
General Fund Budget and Council Tax - 2025/26 136	Cabinet	Key	Public	28 January 2025	<p>Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk</p> <p>Head of Finance Tel: 01530 454492 anna.crouch@nwleicestershire.gov.uk</p>	General Fund Budget and Council Tax - 2025/26	Corporate Scrutiny: 05/12/24
Minutes of the Coalville Special Expenses Working Party	Cabinet	Non-Key	Public	28 January 2025	<p>Councillor Tony Gillard Tel: 01530 452930 tony.gillard@nwleicestershire.gov.uk</p> <p>Head of Property and Regeneration Tel: 01530 454 354 paul.wheatley@nwleicestershire.gov.uk</p>	Minutes of the Coalville Special Expenses Working Party	N/A

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
Car Parking Review	Cabinet	Non-Key	Public	28 January 2025	Councillor Michael Wyatt Tel: 07773 341531 michael.wyatt@nwleicester.gov.uk Head of Community Services Tel: 01530 454832 paul.sanders@nwleicester.gov.uk	Car Parking Review	Community Scrutiny, December 2024.
February 2025							
Performance Monitoring Report 137	Cabinet	Non-Key	Public	25 February 2025	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	Will be considered by the Corporate Scrutiny Committee on 13 March 2025
Commercial Lettings	Cabinet	Key	Private	25 February 2025	Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicester.gov.uk Head of Property and Regeneration Tel: 01530 454 354 paul.wheatley@nwleicester.gov.uk	Commercial Lettings	N/A delegated Cabinet function

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
Acquisitions and Disposals	Cabinet	Key	Private	25 February 2025	<p>Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicester.gov.uk</p> <p>Head of Property and Regeneration, Head of Housing Tel: 01530 454 354, paul.wheatley@nwleicester.gov.uk, jane.rochelle@nwleicester.gov.uk</p>	Acquisitions	N/A delegated Cabinet function
Supplementary Estimates, Virements and Capital Approvals	Cabinet	Key	Public	25 February 2025	<p>Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicester.gov.uk</p> <p>Head of Finance Tel: 01530 454492 anna.crouch@nwleicester.gov.uk</p>	Supplementary Estimates, Virements and Capital Approvals	N/A delegated Cabinet function
Award of Contracts	Cabinet	Key	Private	25 February 2025	<p>Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicester.gov.uk</p> <p>Strategic Director of Communities Tel: 01530 454819 andy.barton@nwleicester.gov.uk</p>	Award of Contracts	N/A delegated Cabinet function

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
March 2025							
2024/25 Quarter 3 Housing Revenue Account (HRA) Finance Update	Cabinet	Non-Key	Public	25 March 2025	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicester.gov.uk Finance Team Manager sarah.magill@nwleicester.gov.uk	2024/25 Quarter 3 Housing Revenue Account (HRA) Finance Update	Will be considered by the Corporate Scrutiny Committee on 8 May 2025
2024/25 Quarter 3 General Fund Finance Update 139	Cabinet	Non-Key	Public	25 March 2025	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicester.gov.uk Finance Team Manager sarah.magill@nwleicester.gov.uk	2024/25 Quarter 3 General Fund Finance Update	Will be considered by the Corporate Scrutiny Committee on 8 May 2025
Commercial Lettings	Cabinet	Key	Private	25 March 2025	Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicester.gov.uk Head of Property and Regeneration Tel: 01530 454 354 paul.wheatley@nwleicester.gov.uk	Commercial Lettings	N/A delegated Cabinet function

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
Acquisitions and Disposals	Cabinet	Key	Private	25 March 2025	<p>Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicester.gov.uk</p> <p>Head of Property and Regeneration, Head of Housing Tel: 01530 454 354, paul.wheatley@nwleicester.gov.uk, jane.rochelle@nwleicester.gov.uk</p>	Acquisitions	N/A delegated Cabinet function
Supplementary Estimates, Virements and Capital Approvals	Cabinet	Key	Public	25 March 2025	<p>Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicester.gov.uk</p> <p>Head of Finance Tel: 01530 454492 anna.crouch@nwleicester.gov.uk</p>	Supplementary Estimates, Virements and Capital Approvals	N/A delegated Cabinet function
Award of Contracts	Cabinet	Key	Private	25 March 2025	<p>Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicester.gov.uk</p> <p>Strategic Director of Communities Tel: 01530 454819 andy.barton@nwleicester.gov.uk</p>	Award of Contracts	N/A delegated Cabinet function

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 Write Offs	Cabinet	Key	Public	25 March 2025	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Head of Finance Tel: 01530 454492 anna.crouch@nwleicestershire.gov.uk	Former Tenant Rent Arrears, Current Tenant Rent Arrears, Council Tax, Non-Domestic Rates and Sundry Debts Write Offs	N/A - function delegated to Cabinet
Minutes of the Coalville Special Expenses Working Party 141	Cabinet	Non-Key	Public	25 March 2025	Councillor Tony Gillard Tel: 01530 452930 tony.gillard@nwleicestershire.gov.uk Head of Property and Regeneration Tel: 01530 454 354 paul.wheatley@nwleicestershire.gov.uk	Minutes of the Coalville Special Expenses Working Party	N/A
April 2025							
Performance Monitoring Report	Cabinet	Non-Key	Public	22 April 2025	Councillor Keith Merrie MBE keith.merrie@nwleicestershire.gov.uk Head of Human Resources and Organisational Development Tel: 01530 454518 mike.murphy@nwleicestershire.gov.uk	Performance Monitoring Report	Will be considered by the Corporate Scrutiny Committee on 8 May 2025.

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
Commercial Lettings	Cabinet	Key	Private	22 April 2025	<p>Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicester.gov.uk</p> <p>Head of Property and Regeneration Tel: 01530 454 354 paul.wheatley@nwleicester.gov.uk</p>	Commercial Lettings	N/A delegated Cabinet function
Acquisitions and Disposals 142	Cabinet	Key	Private	22 April 2025	<p>Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicester.gov.uk</p> <p>Head of Property and Regeneration, Head of Housing Tel: 01530 454 354, paul.wheatley@nwleicester.gov.uk, jane.rochelle@nwleicester.gov.uk</p>	Acquisitions	N/A delegated Cabinet function
Supplementary Estimates, Virements and Capital Approvals	Cabinet	Key	Public	22 April 2025	<p>Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicester.gov.uk</p> <p>Head of Finance Tel: 01530 454492 anna.crouch@nwleicester.gov.uk</p>	Supplementary Estimates, Virements and Capital Approvals	N/A delegated Cabinet function

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
Award of Contracts	Cabinet	Key	Private	22 April 2025	Councillor Andrew Woodman Tel: 07970 520357 andrew.woodman@nwleicester.gov.uk Strategic Director of Communities Tel: 01530 454819 andy.barton@nwleicester.gov.uk	Award of Contracts	N/A delegated Cabinet function
May 2025							
Former Tenant Rent Arrears, Current Tenant Rent Arrears, Council Tax, Non-Domestic Rates and Sundry Debts Write Offs	Cabinet	Key	Public	20 May 2025	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicester.gov.uk Head of Finance Tel: 01530 454492 anna.crouch@nwleicester.gov.uk	Former Tenant Rent Arrears, Current Tenant Rent Arrears, Council Tax, Non-Domestic Rates and Sundry Debts Write Offs	N/A - function delegated to Cabinet
June 2025							
2024/25 Provisional Financial Outturn - Housing Revenue Account (HRA)	Cabinet	Non-Key	Public	24 June 2025	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicester.gov.uk Finance Team Manager sarah.magill@nwleicester.gov.uk	2024/25 Provisional Financial Outturn - Housing Revenue Account (HRA)	N/A

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
2024/25 Provisional Financial Outturn - General Fund	Cabinet	Non-Key	Public	24 June 2025	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicester.gov.uk Finance Team Manager sarah.magill@nwleicester.gov.uk	2024/25 Provisional Financial Outturn - General Fund	N/A
Treasury Management Stewardship Report 2024/25 144	Cabinet	Non-Key	Public	24 June 2025	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicester.gov.uk Head of Finance Tel: 01530 454492 anna.crouch@nwleicester.gov.uk	Treasury Management Stewardship Report Treasury Management Stewardship Report 2024/25	Audit & Governance Committee - 04/06/25