

SCRUTINY MANAGEMENT BOARD – 25TH JANUARY 2017

Report of the Head of Strategic Support

ITEM 8 SCRUTINY WORK PROGRAMME AND ISSUES ARISING FROM SCRUTINY GROUPS AND PANELS

Purposes of the Report

To enable the Board to agree the Scrutiny Work Programme. This includes considering requests from other scrutiny bodies and updates on the delivery of items previously agreed, as well as details of upcoming Executive Key Decisions to enable any opportunities for scrutiny to be identified.

To set out the Cabinet's responses to recommendations made by the Board at its last meeting on 26th October 2016.

Action Requested

1. To consider the addition of items to both the Board's Work Programme and the Policy Scrutiny Group's Work Programme, as detailed on pages 3/4 and as recommended by the Policy Scrutiny Group.
2. To consider if any forthcoming Executive Key Decisions or decisions to be taken in private by the Executive that are not currently programmed for scrutiny should be added to the Scrutiny Work Programme (see Appendix 1).
3. To agree that the Scrutiny Work Programme be updated in accordance with the decisions taken during consideration of this item and any further decisions taken during the course of this meeting (see Appendix 2).
4. To note the Cabinet's responses to recommendations made by the Board at its last meeting on 26th October 2016, as detailed on page 5.

Reasons

1. Reasons as detailed on pages 3/4.
2. To ensure timely and effective scrutiny.
3. To ensure that the information contained within the Work Programme is up to date.
4. To ensure that the Board is informed of the outcome of its recommendations.

Policy Context

The Corporate Plan commits the Council to review and improve its approach to the delivery of services to ensure it is constantly working to achieve a better service providing better value for money and enhancing the performance and commitment to service delivery.

Updates on Scrutiny Bodies

Budget Scrutiny Panel

At its meeting on 23rd March 2016, the Board agreed the budget scrutiny process for 2016/17, to be undertaken by a Budget Scrutiny Panel. All five Panel meetings in that process have now been held. The Panel's findings and recommendations to the Board are the subject of a separate report on this agenda.

Overview Scrutiny Group

The Overview Scrutiny Group is responsible for scrutiny of proposed Cabinet decisions (pre-decision scrutiny) and scrutiny of external public service providers and partners, outside bodies and services shared with other local authorities.

The Group has met three times since the last meeting of the Board.

On 14th November 2016, the Group undertook pre-decision scrutiny of Cabinet reports on (i) Empty Homes Premium and Council Tax Discount for Empty Properties; (ii) Introduction of Car Parking Charges at the Outwoods; (iii) Land off Loughborough Road, Hathern – Covenant within Section 106 Agreement; and (iv) Street Naming and Numbering Policy. The Group supported the officer recommendations in those reports and reported its recommendations and reasons to the Cabinet on 17th November 2016.

In particular in respect of (i) above, the Group considered that there would be some limitations to the proposals in bringing empty homes in the Borough back into use, but the Group looked forward to seeing positive results in this respect once the proposals had been implemented. In particular in respect of (ii) above, the Group considered it to be important that any parking on highway verges near to the Outwoods which resulted from the new charges was effectively monitored and that the car parking charge remained affordable in the future.

On 12th December 2016, the Group undertook pre-decision scrutiny of the Cabinet report on the Thurstaston and Cropston Neighbourhood Plan. The Group supported the officer recommendation in that report and reported its recommendation and reason in respect of the matter to the Cabinet on 15th December 2016.

On 16th January 2017, the Group undertook pre-decision scrutiny of the Cabinet reports on (i) Garden Waste Collections – Secure Sticker System and (ii) Strategic Support Restructure. Reports detailing the Group’s recommendations and reasons in respect of the matters, for consideration by Cabinet on 19th January 2017, were to be published following publication of the agenda for this meeting, so will be reported verbally to the meeting.

The next meeting of the Group is scheduled to be held on 13th February 2017.

Performance Scrutiny Panel

The Performance Scrutiny Panel has the remit of reviewing or seeking improvement in Council performance. It receives regular performance reports and suggests items for the scrutiny work programme.

The Panel has met once since the last meeting of the Board, on 13th December 2016. No recommendations were made to the Board.

The next meeting of the Panel is scheduled to be held on 14th February 2017.

Policy Scrutiny Group

Policy Scrutiny Group is responsible for reviewing policies and the processes used to develop them and for monitoring the progress and methods of scrutiny panels against the work programme and the timetable agreed by the Board, and may suggest changes to the scrutiny work programme.

The Group has met once since the last meeting of the Board, on 22nd November 2016.

The Group proposed two additions to the Scrutiny Work Programme as follows:

Having considered a report presenting options for the involvement and engagement of councillors in the procurement process, the Group decided (Minute 28, Resolution 3):

“that it be recommended to the Scrutiny Management Board that the Board receives the annual procurement plan and quarterly update reports as part of its scrutiny work programme item.

Reason

To enable the Board to consider whether scrutiny of any procurement activity should be programmed or recommendations made to the Cabinet.”

Having considering a report to consider the Group's Work Programme and propose to the Scrutiny Management Board any additions, deletions and amendments as appropriate, the Group decided (Minute 30, Resolution 3):

“that it be recommended to the Scrutiny Management Board that an item be added to the Group's Work Programme to scrutinise the review of the Homelessness Strategy by the Head of Strategic and Private Sector Housing on a date to be scheduled.

Reason

To enable scrutiny of the issue to take place at an appropriate time during the review of the Strategy.”

The next meeting of the Group is scheduled to be held on 7th February 2017.

Scrutiny Panels

(i) Decent Homes Contract Scrutiny Panel

The Board considered an update report on implementation of the Cabinet decisions at its last meeting on 26th October 2016, concluding that implementation of Cabinet decisions 1-6 was complete and programming a further update report in respect of Cabinet decisions 7-12 for the Board's meeting in October 2017.

(ii) Empty Homes Scrutiny Panel

The Board has programmed an update report on implementation of the Cabinet decisions for its meeting on 29th March 2017.

Forthcoming Key Decisions And Decisions To Be Taken In Private By Charnwood Borough Council's Executive

The latest Notice of forthcoming Executive Key Decisions and Decisions to be taken in Private by the Executive, published on 21st December 2016, is attached as Appendix 1. This has been amended to delete decisions taken prior to this meeting.

The purpose of considering forthcoming decisions is to allow the Board to ensure that they are programmed for consideration by scrutiny where necessary.

Scrutiny Work Programme

The current Scrutiny Work Programme, as it stood at the time of the publication of this agenda, is attached as Appendix 2 to enable the Board to decide which scrutiny body should consider new items and currently unscheduled items and when they should be considered.

Any decisions taken by the Board during the meeting will be reflected in an updated Work Programme.

Cabinet responses to recommendations of the Board

At its meeting on 17th November 2016, Cabinet considered recommendations made by the Board at its meeting on 26th October 2016 as follows:

- A. Following a recommendation of the Policy Scrutiny Group resulting from its consideration of the Equality Strategy 2016-2020, that it be recommended to the Cabinet that Equality Impact Assessments be included as an appendix to Cabinet reports, rather than as a background paper, to ensure that appropriate consideration and scrutiny is given to those documents.
- B. Following consideration of the concerns of Performance Scrutiny Panel, that the Cabinet be informed of the Board's view that, notwithstanding the Cabinet decisions resulting from the Car Parking Scrutiny Panel's work and the action being taken in those respects, car parking needs in the Borough are not being sufficiently addressed or addressed soon enough, in particular:
 - (i) consideration of the need for a new car park in Loughborough;
 - (ii) a pilot project for low cost parking for people working in Loughborough town centre;
 - (iii) car parking need in Shepshed and other settlements;
 - (iv) where matters fall within the County Council's remit, ensuring that the Borough's needs in relation to car parking are made known and working with the County Council where possible to achieve those.

The Chair of the Board, Councillor Miah, attended the Cabinet's meeting on 17th November 2016 to present the Board's reports to the Cabinet, which are attached as Appendix 3. The Cabinet responded as follows to the reports:

- A. The Cabinet approved the recommendation that Equality Impact Assessments be included as an appendix to Cabinet reports, rather than as a background paper.
- B. The Cabinet noted the concerns of the Board and endorsed the officer comments and advice in those respects, as set out in the Board's report.

Appendices: Appendix 1 – Latest Notice of forthcoming Executive Key Decisions and Decisions to be taken in Private by the Executive
Appendix 2 – Scrutiny Work Programme
Appendix 3 – Scrutiny Management Board reports to Cabinet 17th November 2016.

Background Papers: None

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**FORTHCOMING KEY
DECISIONS AND DECISIONS
TO BE TAKEN IN PRIVATE
BY CHARNWOOD BOROUGH
COUNCIL'S EXECUTIVE**

**Published
21st December 2016**

What is a Key Decision?

A key decision is one which:

- commits the Council to expenditure, savings or increases or reductions in income of £100,000 or more in any financial year;
- makes proposals in relation to the budget or the policy framework under Budget and Policy Framework Procedure 14.2(a); or
- will result in the closure of any facility from which Borough Council services are provided or a reduction by more than 10% in the level of a discrete service provided.

In other cases the impact of the decision will be considered in terms of the strategic nature of the decision, the effect on the amenity of the community or quality of service provided by the Council to a significant number of people living or working in the locality affected, the size of the area affected and the likely public interest in the decision.

What is a Private Meeting?

Meetings of the Council's Cabinet are open to the public to attend. All or part of a meeting may be held in private, where the item of business to be considered may result in confidential or exempt information being disclosed. Definitions of confidential and exempt information are set out in the Access to Information Procedures in the Council's Constitution.

Representations

Members of the public are able to make representations about forthcoming key decisions to be taken by the Council's Executive, these should be made in writing (including via e-mail) to the responsible officer (details are listed for each proposed key decision). Members of the public are also able to make representations concerning proposals to hold a meeting in private, these should be made in writing (including via e-mail) to Democratic Services (contact details below). In both cases, representations should be submitted by midday on the working day preceding the date on which the decision is due to be taken.

Other information

This document supersedes all previous Forward Plans.

If you have any general queries, please contact:

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Tel: 01509 634785
Email: democracy@charnwood.gov.uk

FORTHCOMING EXECUTIVE KEY DECISIONS

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Treasury Management Strategy Statement, Minimum Revenue Provision Strategy and Annual Investment Strategy 2017-18	To seek approval to the Treasury and Investment Strategy for 2017-18 and to seek approval to the annual report on the Prudential Code.	Cabinet Council	16th February 2017 27th February 2017	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk
2017-18 General Fund and HRA Revenue Budgets and Council Tax	To seek approval to the Revenue Budget, Capital Plan, Financial Plan for 2017-18 and to propose the Council Tax for approval by Council.	Cabinet Council	16th February 2017 27th February 2017	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk
Capital Plan Amendment Report	To consider and approve amendments to the 2016/17 to 2018/19 Capital Plan.	Cabinet Council	16th March 2017 24th April 2017	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk
Annual Procurement Plan 2017/18	To seek approval to the Annual Procurement Plan for 2017/18.	Cabinet	16th March 2017	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk
Housing Capital Programme	To approve the annual investment programme for improvements to the Council's housing stock.	Cabinet	16th March 2017	Report	Yes	Eileen Mallon Strategic Director of Housing, Planning and Regeneration and Regulatory Services Tel: 01509 634662 eileen.mallon@charnwood.gov.uk

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Business Plan 2017/18	To set out the Council's principal activities in delivering the Corporate Plan for the Council Year 2017/18.	Cabinet	13th April 2017	Report	Yes	Adrian Ward Head of Strategic Support Tel: 01509 634573 adrian.ward@charnwood.gov.uk
Charnwood Grants	To consider applications for revenue funding received in round one of the Community Facilities Capital Grants and Community Development Grant Schemes for 2017/18.	Cabinet	13th April 2017	Report	Yes	Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk
Capital Plan Outturn 2016/17	To report the Council's capital expenditure results for 2016/17 subject to audit.	Cabinet	June 2017	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk
General Fund and HRA Revenue Outturn Report (2016/17) and Carry Forward of Budgets	To report the Council's revenue expenditure results for 2016/17 subject to audit.	Cabinet	June 2017	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet Council	July 2017 September 2017	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk
Amendments to Annual Procurement Plan	To consider possible amendments to the Annual Procurement Plan.	Cabinet	July 2017	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Charnwood Grants	To consider applications for revenue funding received in round two of the Community Facilities Capital Grants and Community Development Grants Schemes for 2017/18.	Cabinet	August 2017	Report	Yes	Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk
Amendments to Annual Procurement Plan	To consider possible amendments to the Annual Procurement Plan.	Cabinet	September 2017	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet Council	September 2017 November 2017	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk
Charnwood Grants	To enable Cabinet to consider applications for funding received in round three of the Community Facilities Capital Grants and Community Development Grants Schemes for 2017/18.	Cabinet	November 2017	Report	Yes	Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk
Medium Term Financial Strategy 2018-2021	To present a revised MTFs to Cabinet and Council for approval.	Cabinet Council	November 2017 January 2018	Report Report	Yes Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk
Draft General Fund and HRA 2018-19 Budgets	To seek approval to the Draft Revenue Budget for 2018-19 as a basis for consultation.	Cabinet	December 2017	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Capital Plan Amendment Report	To consider and approve amendments to the 2016/17 to 2018/19 Capital Plan.	Cabinet Council	December 2017 January 2018	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk
Amendments to Annual Procurement Plan	To consider possible amendments to the Annual Procurement Plan.	Cabinet	December 2017	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk
Draft Capital Plan (2018/19 to 2020/21)	To seek approval to the draft capital plan for consultation.	Cabinet	December 2017	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk

EXECUTIVE MEETINGS TO BE HELD IN PRIVATE

The following items are due to be considered by the Council’s Cabinet and the public could potentially be excluded since exempt or confidential information could be considered.

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?

When items are considered in exempt or confidential session, the reasons for exemption would fall into one or more of the following categories:

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes—
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime

CABINET MEMBERS

Members of the Council's Cabinet are as follows:

Name (Group)	Lead Member Responsibilities
Councillor Slater (Conservative)	Leader of the Council; Whole Council and Strategic Partnerships
Councillor Morgan (Conservative)	Deputy Leader of the Council; Communities and Customer Service
Councillor Barkley (Conservative)	Finance and Revenues and Benefits
Councillor Fryer (Conservative)	Open Spaces and Leisure Services
Councillor Harper-Davies (Conservative)	Housing Landlord Services
Councillor Vardy (Conservative)	Planning and Inward Investment
Name (Group)	Deputy Lead Member Responsibilities
Councillor Hayes (Conservative)	Regulatory Services and Town Centre
Councillor Mercer (Conservative)	Strategic and Private Sector Housing
Councillor Poland (Conservative)	Member and Strategic Services

Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Budget Scrutiny Panel (Informal meeting)	June 2017	Loughborough Special Expenses for 2018/19	To consider the proposed Loughborough Special Expenses for 2018/19.	To discuss the proposed Loughborough Special Expenses with appropriate Members and officers. The Leader of the Council, relevant Cabinet Lead Members, the Chief Executive and relevant Strategic Directors and Heads of Service to be invited to attend.	See Reason for Scrutiny	Provisional. Subject to process for budget scrutiny in 2017/18, yet to be agreed by SMB.
Budget Scrutiny Panel	October 2017	Draft Medium Term Financial Strategy	To consider the draft strategy, prior to its final submission to Cabinet. To include: <ul style="list-style-type: none"> • How the MTFS was constructed for 2018/19 • Key assumptions and sensitivities within the MTFS • Projected financing shortfall projected within the MTFS • The proposed approach being adopted in constructing the draft 2018/19 budget (to be presented to Cabinet in December 2017) 	To ensure the draft Strategy is scrutinised in a timely manner prior to a decision being taken by Cabinet.	C. Hodgson / S. Jackson	Provisional. Subject to process for budget scrutiny in 2017/18, yet to be agreed by SMB.
Budget Scrutiny Panel (Informal meeting)	November 2017	Discussion topics	To receive feedback from issues raised at the informal meeting of the Panel held in June 2017.	To ensure appropriate planning for future meeting and to gain input from Loughborough Councillors.	C. Hodgson / S. Jackson / Loughborough cllrs	Provisional. Subject to process for budget scrutiny in 2017/18, yet to be agreed by SMB.

Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Budget Scrutiny Panel (Informal meeting for Panel members only)	December 2017	Preparation for Draft General Fund and HRA Budgets (2018/19)	<ul style="list-style-type: none"> • Areas of focus for the scrutiny of the draft budget; • Invitees for January meeting; • To consider matters arising from the informal Loughborough Special Expenses meeting. • To consider the draft budget report, to be submitted to Cabinet at its meeting to be held in December 2016. 		C. Hodgson / S. Jackson	Provisional. Subject to process for budget scrutiny in 2017/18, yet to be agreed by SMB.
Budget Scrutiny Panel	January 2018	Draft General Fund and HRA Budgets (2018/19)	To consider draft budgets, prior to submission of final budgets to Cabinet.	To ensure budgets are scrutinised in a timely manner prior to decision being taken by Cabinet.	C. Hodgson / S. Jackson / Additional invitees as agreed at Dec 2017 meeting	Provisional. Subject to process for budget scrutiny in 2017/18, yet to be agreed by SMB. <u>Note:</u> Capital Plan also as part of process for budget scrutiny in 2017/18 (every two years).

Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Overview Scrutiny Group	13 February 2017 (standing item)	Cabinet items for pre-decision scrutiny			To be confirmed	Items may be determined by the Chair and Vice-chair in consultation with the Democratic Services Manager. Further items may also be added following publication of the Cabinet agenda.
Overview Scrutiny Group	13 February 2017 (standing item)	OSG Pre-decision scrutiny – Cabinet Response	A report of Cabinet, setting out the response of Cabinet to recommendations by the Overview Scrutiny Group on pre-decision scrutiny items		L. Strong	
Overview Scrutiny Group	13 February 2017 (standing item)	Work Programme	To agree and schedule items to be considered at future meetings	To allow the Group to identify items, including the scrutiny of forthcoming Key Decisions, pre-decision scrutiny and the scrutiny of external public service providers and partners.	L. Strong	
Overview Scrutiny Group	13 February 2017	Community Shop	To continue to monitor the progress of the Community Shop.	The Group have previously scrutinised this issue and there would be value in the Group continuing with future monitoring.	To be confirmed	Agreed by SMB on 28 January 2015 (min 44.3). Previous updates received 6 June, 8 August and 17 October 2016.

Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Overview Scrutiny Group	13 February 2017	Treasury Management Strategy Statement, Minimum Revenue Provision Strategy and Annual Investment Strategy 2017-18		Cabinet Report for Pre-decision Scrutiny	C. Hodgson	Agreed by OSG on 14 November 2016.
Overview Scrutiny Group	13 March 2017	Housing Capital Programme		Cabinet Report for Pre-decision Scrutiny	E. Mallon	Agreed by OSG on 17 October 2016.
Overview Scrutiny Group	TBC	Fearon Hall – Proposed Tripartite Lease Agreement– Cabinet item for pre-decision scrutiny		Cabinet Report for Pre-decision Scrutiny	S. Jackson	Agreed by OSG on 19 October 2015. (Previously scheduled to be considered by the Cabinet in October 2015 and June, October and December 2016)

Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
<p>Note: Over the next 12 months, meetings of the Overview Scrutiny Group will be held as follows:</p> <p>13th February 2017 13th March 2017 10th April 2017 8th May 2017 June 2017 July 2017 August 2017 September 2017 October 2017 November 2017 December 2017 January 2018</p>						

Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Performance Scrutiny Panel	14 February 2017 (Regular Item)	Tenancy Support	Performance information in relation to tenancy support, including statistics around tenancy sustainment and the number of unsuccessful tenancies and their causes, to be reported as key performance figures.	It Is important to ensure the situation with unsuccessful tenancies is monitored.	C. Ansell	Recommended by PSG 29 September 2015. Agreed by SMB 28 October 2015. Last considered 16 February 2016. Scheduled by PSP 5 April 2016.
Performance Scrutiny Panel	14 February 2017 (Regular Item)	Supporting Leicestershire Families Programme	To monitor the performance of the Supporting Leicestershire Families Programme	Performance of the Programme was last scrutinised by the Policy Scrutiny Group in November 2013. At that time the Group considered that it continued to effectively deliver and co-ordinate services and support for troubled families and that policies and procedures for the programme were in place and therefore there was no need to schedule further scrutiny. With contributions now agreed for a further three years, it was now timely to monitor the continued delivery of the Programme.	C. Traill/ J. Robinson/ S. Coupe	Recommended by the Cabinet 22 October 2015. Agreed by SMB 28 October 2015. Last considered 16 February 2016. Scheduled by PSP 5 April 2016.
Performance Scrutiny Panel	14 February 2017 (Regular item)	Progress Report on Delivery of the Children and Young People's Strategy and Action Plan - Update	To provide an update on all the issues raised by the Panel at its meeting on 7 July 2015.	To monitor the progress of the actions from the Children and Young People's Plan on a regular basis, measuring outcomes against indicators at the end of the financial year It is important to ensure that the outcomes from the Plan are being achieved.	C. Traill/ J. Robinson/ S. Coupe	Agreed by SMB 08 October 2014 following recommendation of PSG. Last considered 16 February 2016. Scheduled by PSP 5 April 2016.
Performance Scrutiny Panel	14 February 2017	Utilising Section 106 Funds - Update	To provide an update on all the issues raised by the Panel at its meeting on 7 July 2015.	To ensure that there Is transparency and accountability in respect of Section 106 Agreements and encourage public engagement and participation in the process of decision-making on matters relating to them	C. Traill / R. Bennett / Cllr. Vardy (Lead Member for S106 Agreements)	Original report proposed by the S106 Scrutiny Panel. Agreed by SMB on 18 March 2015, min 55.2.

Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Performance Scrutiny Panel	14 February 2017 (annual item)	Revenue Monitoring Report	Monitoring of Council's revenue position.	To ensure the Council's revenue position is satisfactory	Head of Finance and Property Services	Three reports to be considered through the year. Reports to be considered at the same time annually. Agreed by PSP 23 August 2016 to receive Revenue Monitoring Report in February 2017 to receive current data in line with other monitoring schedules (see PSP min 19.4)
Performance Scrutiny Panel	14 February 2017 (standing item)	Work Programme	To consider items for future meetings	To allow the Group to identify items for which scrutiny is required and make recommendations, as appropriate, to Scrutiny Management Board.	A. Ward	
Performance Scrutiny Panel	11 April 2017 (Regular Item)	Online Customer Service	Progress update regarding performance data relating to online customer service functions, including tracking the increase in use of online services and the number of failed online interactions.	To monitor progress regarding online customer service functions interfacing with Council customers work and development.	S.Jackson / Project Board member (S. Jackson)	Recommended by PSG 29 September 2015. Agreed by SMB 28 October 2015. Scheduled by PSP 15 December 2015. Agreed by PSP on 16 February 2016 that an update be received in 6 months and that a Project Board member should attend. Agreed by PSP on 23 August 2016 that an update be received.

Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Performance Scrutiny Panel	11 April 2017	Parking Provision	To consider the usage of specific car parks in service centres, the impact of lack of car parking space on residents, the cost implication of long term and short term parking tariffs and the distribution and make up of cars coming into and parking in Loughborough	Although the Cabinet decision had been satisfactorily implemented, PSP wished to receive an update to understand in detail the provision of car parking in the Borough over the next few years	R. Bennett / A. Twells	See SMB min 46.2, 23 March 2016 and PSP min 57.1, 5 April 2016. Agreed by PSP on 23 August 2016 that an update be received (see PSP min 15.2).
Performance Scrutiny Panel	11 April 2017 (Six-monthly item)	Council Tax and Housing Rent Arrears – Internal Mechanisms	To detail the Council's internal mechanisms for reporting and taking action in relation to Council Tax and housing rent arrears, the depth of reporting and the level to which information can be broken down to individual wards.	SMB was satisfied that there was not sufficient value to be gained from forming a scrutiny panel to investigate issues surrounding Council Tax and housing rent arrears but felt that members should receive clarity on associated issues. The Panel decided regular update reports would add value.	C. Ansell/ S. Jackson	See SMB min 50.1, 23 March 2016 and PSP min 57.2, 5 April 2016. Regular six-monthly update reports agreed by PSP on 23 August 2016.
Performance Scrutiny Panel	11 April 2017 (annual item)	Capital Plan Amendment Report	To consider amendments to the Capital Plan agreed by Cabinet	The Capital Plan is an integral element of all policies.	Head of Finance and Property Services	Quarterly Report considered at the same time annually.

Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Performance Scrutiny Panel	11 April 2017 (annual item)	Performance Information (Quarter 3 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives and monitoring of the number of Empty Homes.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	A. Ward & H. Gretton	<p>Quarterly Report considered at the same time annually.</p> <p>To include, in accompaniment to performance information in relation to KI4 (Percentage of household waste sent for reuse, recycling and composting), details of the number of new build properties that had signed up for the garden waste collection service in the past 12 months (see PSP min 53.3, 5 April 2016).</p> <p>Agreed by PSP on 13 December 2016 min 39.1 that the issue of Delivery against Target Housing Mix for New Housing (to be set out in Council's Housing Supplementary Planning Document) be included as part of the quarterly Performance Monitoring report as part of its existing monitoring of new housing delivery and be scheduled once the method of monitoring concerned has been developed.</p>
Performance Scrutiny Panel	11 April 2017 (standing item)	Work Programme	To consider items for future meetings	To allow the Group to identify items for which scrutiny is required and make recommendations, as appropriate, to Scrutiny Management Board.	A. Ward	

Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Performance Scrutiny Panel	July 2017 (Six-monthly item)	Update Report – Housing Repairs Complaints	To detail the number of complaints received in respect of housing repairs, with specific reference to causes and how complaints are dealt with at the different stages of the complaints procedure.	The Policy Scrutiny Group had concerns in respect of the number of complaints being received, specifically those not resolved at stage one of the complaints procedure. However, the Group noted the introduction of a new complaints procedure, the recent appointment of a new contractor and the appointment of a tenant liaison officer and wished to allow time to review these.	C. Ansell & S. Jackson (see PSP min 27.4, 2015/16). (others to be confirmed)	Quarterly Report considered at the same time annually. Agreed by SMB 18 June 2014 following recommendation of PSG. Scheduled by PSP 08 July 2014. Agreed by PSP 13 October 2015 that reports be considered six-monthly rather than quarterly.
Performance Scrutiny Panel	July 2017 (annual item)	Performance Information (Quarter 4 Report – Year End)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives and monitoring of the number of Empty Homes.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	A. Ward & H. Gretton	Quarterly Report considered at the same time annually.
Performance Scrutiny Panel	July 2017 (annual item)	Capital Monitoring including Outturn (Quarterly Report)	Monitoring of position with the Council's Capital Plan.	To ensure changes to the Council's Capital Plan and its financing are appropriate	Cllr. Barkley (Lead Member Finance & Property Services) / Head of Finance & Property Services	Quarterly Report considered at the same time annually. Written Report.
Performance Scrutiny Panel	July 2017 (annual item)	Revenue Monitoring (General Fund and HRA) including Outturn	Monitoring of Council's revenue position.	To ensure the Council's revenue position is satisfactory	Head of Finance & Property Services	Written Report.

Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Performance Scrutiny Panel	July 2017 (annual item)	Capital Plan Amendment Report	To consider amendments to the Capital Plan agreed by Cabinet	The Capital Plan is an integral element of all policies.	Head of Finance & Property Services	Quarterly Report considered at the same time annually.
Performance Scrutiny Panel	July 2017	Planning Services – Vacant Posts and the Use of Agency Staff	Update report to monitor the use and cost effectiveness of agency staff in Planning Services	At its meeting on 15 December 2015 the Panel acknowledged the volume of work that Planning Services had been dealing with over recent years, in conjunction with the number of changes it had experienced in relation to how services were delivered. However, it was concerned that the current use of agency staff remained high and given the substantial costs incurred, it considered that it would be appropriate to continue to monitor the situation.	R. Bennett	Original report recommended by PSP 13 October 2015. Agreed by SMB 28 October 2015. Agreed by PSP 15 December 2015, min 36.2, that an update report be received in 12 months. Agreed by PSP 13 December 2016, min 38.2, that an update be received in six months.
Performance Scrutiny Panel	July 2017 (standing item)	Work Programme	To consider items for future meetings	To allow the Group to identify items for which scrutiny is required and make recommendations, as appropriate, to Scrutiny Management Board.	A. Ward	
Performance Scrutiny Panel	August 2017 (standing item)	Work Programme	To consider items for future meetings	To allow the Group to identify items for which scrutiny is required and make recommendations, as appropriate, to Scrutiny Management Board.	A. Ward	

Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Performance Scrutiny Panel	October 2017 (Six-monthly item)	Council Tax and Housing Rent Arrears – Internal Mechanisms	To detail the Council's internal mechanisms for reporting and taking action in relation to Council Tax and housing rent arrears, the depth of reporting and the level to which information can be broken down to individual wards.	SMB was satisfied that there was not sufficient value to be gained from forming a scrutiny panel to investigate issues surrounding Council Tax and housing rent arrears but felt that members should receive clarity on associated issues. The Panel decided regular update reports would add value.	C. Ansell/ S. Jackson	See SMB min 50.1, 23 March 2016 and PSP min 57.2, 5 April 2016. Regular six-monthly update reports agreed by PSP on 23 August 2016.
Performance Scrutiny Panel	October 2017 (annual item)	Performance Information (Quarter 1 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives and monitoring of the number of Empty Homes.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	A. Ward & H. Gretton	Quarterly Report considered at the same time annually.
Performance Scrutiny Panel	October 2017 (annual item)	Climate Local Action Plan	Monitoring of the Climate Change Strategy Action Plan	Monitoring of progress on Action Plan.	R. Bennett	Yearly update on Plan.
Performance Scrutiny Panel	October 2017 (annual item)	Capital Plan Amendment Report	To consider amendments to the Capital Plan agreed by Cabinet	The Capital Plan is an integral element of all policies.	Head of Finance and Property Services	Quarterly Report considered at the same time annually.
Performance Scrutiny Panel	October 2017 (annual item)	Revenue Monitoring Report	Monitoring of Council's revenue position.	To ensure the Council's revenue position is satisfactory	Head of Finance and Property Services	Three reports to be considered through the year. Reports to be considered at the same time annually.

Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Performance Scrutiny Panel	October 2017 (standing item)	Work Programme	To consider items for future meetings	To allow the Group to identify items for which scrutiny is required and make recommendations, as appropriate, to Scrutiny Management Board.	A. Ward	

Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Policy Scrutiny Group	07 February 2017	Charnwood Grants	To consider application criteria		J. Robinson	Added by SMB 26 October 2016 following request by PSG.
Policy Scrutiny Group	07 February 2017	Homelessness	To reconsider the referral from Council regarding whether homelessness should be the subject for a scrutiny panel. See minute 33, 26 April 2016 for full report requirements.	To determine if there would be value in scrutinising specific issues relating to homelessness.	A. Simmons / P. Davey Charnwood Connect partner agency	Original report agreed by SMB on 27 January 2016 (min 37.3). PSG on 26 April 2016 resolved to reconsider the matter at a time appropriate for the Head of Strategic and Private Sector Housing to be able to report back to the Group with the agreed information. See min 33, 26 April 2016.
Policy Scrutiny Group	07 February 2017	People Strategy		Work is underway which is aimed at concluding the review of the strategy and submitting the revised version for approval in 2017. It is therefore timely to scrutinise the development of the strategy.	S. Jackson / K. Brewin	Agreed by SMB 15 June 2016. Last considered 22 November 2016. Further report requested.
Policy Scrutiny Group	07 February 2017	Performance Scrutiny Panel Update	The six monthly update report to include details of issues, changes and challenges faced by the Panel	Agreed by PSG on 17 August 2010 that the Performance Scrutiny Panel reports the position with its work programme to PSG every six months.	A. Ward / S. Kinder / Councillor Bokor	See PSP 31 March 2015, min 34, Retaining Momentum for Benchmarking in 2015/16. See PSG 21 July 2015, mins 6.1, 6.2 & 6.3. Last considered 25 January 2016. Deleted from 12 July 2016 agenda due to heavy workload.
Policy Scrutiny Group	07 February 2017 (standing item)	Progress With Panel Work	To consider updates on the work of scrutiny panels.	Section 6.1 of the Council's Constitution states that Policy Scrutiny Group will monitor the progress and methods of scrutiny panels against the work programme and timetable agreed by Scrutiny Management Board.	M. Hopkins	

Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Policy Scrutiny Group	07 February 2017 (standing item)	Work Programme	To consider items for future meetings	To allow the Group to identify items for which scrutiny is required and make recommendations, as appropriate, to Scrutiny Management Board.	M. Hopkins	To include consideration of the latest Key and Exempt Decisions Notice (See SMB, min 38.2, 2015/16).
Policy Scrutiny Group	25 April 2017	Council Policies and Strategies	To consider a list of Council policies and strategies.	To enable the Group to identify opportunities for scrutiny to add value by having input at the formulation stage of Council policies and strategies.	M. Hopkins	Agreed by SMB 29 January 2014. Last considered and scheduled by the Group on 21 July 2015. Deferred from 20 January 2016 meeting following consultation with the Chair.
Policy Scrutiny Group	25 April 2017	Customer Engagement Strategy	To detail progress with the implementation of the Customer Engagement Strategy, including measurable outcomes, and the findings of tenant surveys	To enable the Group to monitor the implementation of the Strategy.	C. Ansell	Review of Customer Engagement Strategy considered 26 April 2015. See min 31. Last considered 22 November 2016. Further report requested.
Policy Scrutiny Group	25 April 2017	Local Plan – Briefing paper on Single Local Plan		To ensure appropriate scrutiny of the implementation of the Local Plan. To include information on the Leicester and Leicestershire Strategic Growth Statement and Strategic Growth Plan (PSG Min 8.3 2016/17).	R. Bennett	Agreed by SMB 15 June 2016. Last considered by the Group on 27 September 2016.
Policy Scrutiny Group	25 April 2017 (standing item)	Progress With Panel Work	To consider updates on the work of scrutiny panels.	Section 6.1 of the Council's Constitution states that Policy Scrutiny Group will monitor the progress and methods of scrutiny panels against the work programme and timetable agreed by Scrutiny Management Board.	M. Hopkins	
Policy Scrutiny Group	25 April 2017 (standing item)	Work Programme	To consider items for future meetings	To allow the Group to identify items for which scrutiny is required and make recommendations, as appropriate, to Scrutiny Management Board.	M. Hopkins	To include consideration of the latest Key and Exempt Decisions Notice (See SMB, min 38.2, 2015/16).

Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Policy Scrutiny Group	July 2017 (six-monthly item)	Performance Scrutiny Panel Update	The six monthly update report to include details of issues, changes and challenges faced by the Panel	Agreed by PSG on 17 August 2010 that the Performance Scrutiny Panel reports the position with its work programme to PSG every six months.	A. Ward/ S. Kinder/ Councillor Bokor	See PSP 31 March 2015 min 34, Retaining Momentum for Benchmarking in 2015/16.
Policy Scrutiny Group	July 2017 (standing item)	Progress With Panel Work	To consider updates on the work of scrutiny panels.	Section 6.1 of the Council's Constitution states that Policy Scrutiny Group will monitor the progress and methods of scrutiny panels against the work programme and timetable agreed by Scrutiny Management Board.	M. Hopkins	
Policy Scrutiny Group	July 2017 (standing item)	Work Programme	To consider items for future meetings	To allow the Group to identify items for which scrutiny is required and make recommendations, as appropriate, to Scrutiny Management Board.	M. Hopkins	To include consideration of the latest Key and Exempt Decisions Notice (See SMB, min 38.2, 2015/16).
Policy Scrutiny Group	To be scheduled	Assisting Communities	To consider what information the Council could produce to assist communities in addressing issues that fall outside of the remit of the Council or for which Council funding is not available.	To determine the best way to assist communities to help themselves in instances where direct Council assistance is not available.	TBC	Agreed by SMB on 27 January 2016 (min 31.3).
Policy Scrutiny Group	To be scheduled	Changes to mandatory licensing of Houses in Multiple Occupation		To be scrutinised once outcomes of consultation known. Results of Government consultation in Nov and Dec 2015 and further consultation on implementing proposed changes published by Government (latter ran until 13th Dec 2016). The Government has indicated that it proposes to implement the new arrangements in 2017.	A. Simmons	Agreed by SMB on 27 January 2016 (min 38.3).

Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Policy Scrutiny Group	To be scheduled	New Homes Bonus		<p>To be scrutinised once outcomes of consultation known.</p> <p>Outcome of consultation (and 2017/18 Provisional Allocation) received Dec 2016.</p> <p>Length of New Homes Bonus payments will be reduced from 6 years to 5 years in 2017/18 and 4 years from 2018/19. Introduction from 2017/18 of national baseline for housing growth of 0.4% below which NHB will not be paid. From 2018/19, possible withholding of NHB payments for local authorities that are not planning effectively. 2017/18 Provisional Allocation is £4,003,795.</p>	S. Jackson	Agreed by SMB on 27 January 2016 (min 38.3).

Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Scrutiny Management Board	25 January 2017	Leicestershire County Council Grass Cutting Operations – Implementation of the New Operations	To provide a further update on the implementation of the grass cutting arrangements agreed in Autumn 2015.	Following the County Council's decision to amend its grass cutting operations it was not timely to establish a scrutiny panel (in October 2015) to investigate associated issues. However, it is important that councillors are aware of and understand the new arrangements and that the Board monitor their implementation.	C. Traill / M. Bradford	Agreed by SMB 28 October 2015. Last considered by SMB 17 August 2016. This further report scheduled following end 2016 mowing season.
Scrutiny Management Board	25 January 2017 (standing item)	Scrutiny Work Programme and Actions Following Cabinet Consideration of Scrutiny Reports	Various requests from scrutiny bodies. Monitoring of actions taken following Cabinet consideration of scrutiny recommendations.	To enable the Board to determine the Scrutiny Work Programme.	To be identified	SMB on 30 September 2013 agreed that, when appropriate, future reports should include the monitoring of actions following Cabinet adoption of scrutiny recommendations. To include the rolling forward programme of Council policies and strategies when there are significant amendments to the programme. Agreed by SMB 18 June 2014.
Scrutiny Management Board	25 January 2017	Budget Scrutiny Panel	To consider the findings and recommendations of the Budget Scrutiny Panel		Cllr Miah (BSP Chair)	Scheduled on the assumption that the same budget process is followed as in previous years.

Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Scrutiny Management Board	29 March 2017 (standing item)	Scrutiny Work Programme and Actions Following Cabinet Consideration of Scrutiny Reports	Various requests from scrutiny bodies. Monitoring of actions taken following Cabinet consideration of scrutiny recommendations.	To enable the Board to determine the Scrutiny Work Programme.	To be identified	SMB on 30 September 2013 agreed that, when appropriate, future reports should include the monitoring of actions following Cabinet adoption of scrutiny recommendations. To include the rolling forward programme of Council policies and strategies when there are significant amendments to the programme. Agreed by SMB 18 June 2014.
Scrutiny Management Board	29 March 2017	Timetable of Critical Dates in the Contracting Process for the Delivery of Revenues and Benefits	To receive a timetable detailing the dates of critical stages in the contracting process for the delivery of Revenues and Benefits services, outsourced to Capita	There would be value in the timely scheduling of scrutiny by the appropriate scrutiny body/bodies.	S. Jackson	Agreed by SMB 04 December 2013. Agreed by SMB on 29 January 2014 that this would be considered following the 2015 General Election. Considered on 28 October 2015. Resolved to receive a further update in 18 months.

Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Scrutiny Management Board	29 March 2017 (six-monthly item)	Community Safety Partnership	To review the work of the Community Safety Partnership on a six monthly basis, in the form of a briefing given by the Lead Member for Community Safety, in order to enable any issues to be identified for further scrutiny by the appropriate scrutiny body and to enable incidences of violent crime to be monitored	To ensure effective scrutiny of the work of the Community Safety Partnership.	Cllr. Morgan (Lead Member for Community Cohesion) / C. Traill / J. Robinson / T. McCabe	(See 12 September 2012 and 27 March 2013 minutes for requirements of report).
Scrutiny Management Board	29 March 2017 (annual item)	Draft Annual Scrutiny Report 2016-17	To report on the activities of Scrutiny and look forward to the forthcoming year.	To agree on the content of a report to Council on the workings of scrutiny over the past year.	M. Hopkins	Liaise with the Chair and Vice Chair to determine if this is the most timely meeting at which to consider this item.
Scrutiny Management Board	29 March 2017	Budget Scrutiny Processes	To review the Budget Scrutiny Panel processes.	To enable the Board to consider if and how the processes could be improved to facilitate effective scrutiny of the Council's budget for 2018/19.	S. Jackson	Agreed by SMB 23 April 2014 (see min 60).
Scrutiny Management Board	29 March 2017	Empty Homes Scrutiny Panel – 6 Month Update Report	To provide updates on the actions taken following the decisions taken by the Cabinet on 7 July 2016.	To ensure the effectiveness of the scrutiny function.	M. Hopkins/ A. Simmons/ S. Jackson	Agreed by SMB 17 August 2016 (see min 16.2)

Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Scrutiny Management Board	29 March 2017	Parking Matters in the Borough	To consider results of Deputy Cabinet Lead Member for Regulatory Services' work with officers on parking matters in the Borough.	The Board was informed by the Deputy Cabinet Lead Member that he wished to report to the Board on this and the Board welcomed information on the Council's position, including explanation where needs could not be met.	Relevant Cabinet Deputy Lead Member & Heads of Service	See SMB 26 October 2016 Minute 21 (consideration of Performance Scrutiny Panel's views on car parking and related matters).
Scrutiny Management Board	June 2017	Scrutiny Work Programme and Actions Following Cabinet Consideration of Scrutiny Reports	Various requests from scrutiny bodies. Monitoring of actions taken following Cabinet consideration of scrutiny recommendations.	To enable the Board to determine the Scrutiny Work Programme.	To be identified	SMB on 30 September 2013 agreed that, when appropriate, future reports should include the monitoring of actions following Cabinet adoption of scrutiny recommendations. To include the rolling forward programme of Council policies and strategies when there are significant amendments to the programme. Agreed by SMB 18 June 2014.
Scrutiny Management Board	August 2017 (annual item)	The Corporate Plan – Annual Report	To review delivery of the Corporate Plan.	To review how effectively the Council, both corporately and through individual services was delivering the themes set out in the Plan.	Relevant Cabinet Lead Members & Heads of Service A. Ward & H. Gretton	Note: 14 August 2014 SMB recommendations when writing future reports.

Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Scrutiny Management Board	August 2017 (six-monthly item)	Community Safety Partnership	To review the work of the Community Safety Partnership on a six monthly basis, in the form of a briefing given by the Lead Member for Community Safety, in order to enable any issues to be identified for further scrutiny by the appropriate scrutiny body and to enable incidences of violent crime to be monitored	To ensure effective scrutiny of the work of the Community Safety Partnership.	Cllr. Morgan (Lead Member for Community Cohesion) / C. Traill / J. Robinson / T. McCabe	(See 12 September 2012, 27 March 2013 and 6 August 2014 minutes for requirements of report).
Scrutiny Management Board	August 2017 (standing item)	Scrutiny Work Programme and Actions Following Cabinet Consideration of Scrutiny Reports	Various requests from scrutiny bodies. Monitoring of actions taken following Cabinet consideration of scrutiny recommendations.	To enable the Board to determine the Scrutiny Work Programme.	To be identified	SMB on 30 September 2013 agreed that, when appropriate, future reports should include the monitoring of actions following Cabinet adoption of scrutiny recommendations. To include the rolling forward programme of Council policies and strategies when there are significant amendments to the programme. Agreed by SMB 18 June 2014.
Scrutiny Management Board	October 2017	Decent Homes Contract Scrutiny Panel – Further Update Report	To provide updates on the actions taken following the decisions taken by the Cabinet on 18 February 2016.		M. Hopkins/ C. Ansell	6 month Update considered 26 October 2016. Cabinet decisions 1-6, implementation complete. Further update on Cabinet decisions 7-12 required October 2017.

Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Scrutiny Management Board	October 2017 (standing item)	Scrutiny Work Programme and Actions Following Cabinet Consideration of Scrutiny Reports	Various requests from scrutiny bodies. Monitoring of actions taken following Cabinet consideration of scrutiny recommendations.	To enable the Board to determine the Scrutiny Work Programme.	To be identified	SMB on 30 September 2013 agreed that, when appropriate, future reports should include the monitoring of actions following Cabinet adoption of scrutiny recommendations. To include the rolling forward programme of Council policies and strategies when there are significant amendments to the programme. Agreed by SMB 18 June 2014.
Scrutiny Management Board	To be scheduled	Community Safety Partnership – Recording of ASB	As part of the Board remit to scrutinise the Community Safety Partnership, to receive a report from the Police and the Council on the recording of anti-social behaviour including: a Communication Strategy to ensure the public are informed of the methods that should be used and what response they should receive, how to involve ward councillors and details of the Police's response to the letter sent by the Leader.	Following the Board's consideration of the Empty Homes Scrutiny Panel report, to enable the Board to scrutinise this issue and determine whether appropriate action had been taken to ensure that comprehensive recording of anti-social behaviour and information sharing was taking place.	J. Robinson / T. McCabe	See SMB min 6.2, 15 June 2016. Note: Inclusion of the Police's response to the letter sent by the Leader is dependent upon the decisions taken by the Cabinet in considering the Empty Homes Scrutiny Panel report on 7 July 2016.
Scrutiny Management Board	To be scheduled	Partnership Arrangements	To review the current effectiveness of partnership working and how this impacts on the delivery of the Corporate Plan and Sustainable Community Strategy	1. To discover from partners (e.g. parish councils and the LSP) their satisfaction with the Council and partnership working arrangements. 2. To ensure that the infrastructure to support partnership working is in place.		Originally agreed at SMB 23 May 2012 to programme this item at its July 2012 meeting. Scheduling was then deferred to be considered following the Empowering Communities Panel report. 14 August 2013 SMB agreed to defer consideration again – revisit January 2014.

Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Scrutiny Management Board	To be scheduled	Local Area Co-ordination Project		At the time of considering the Localism and Council's Work in Neighbourhoods report this project had still to become fully operational. The Board considered that future scrutiny of the project was important to ensure that it was achieving its aims and objectives.	C. Traill / J. Robinson	Agreed by SMB 28 January 2015 (min 44.2).
Scrutiny Management Board	To be scheduled	Reviewing the effectiveness of the role of the Voluntary and Community Sector Development Officer		Cabinet on 12 February 2015, in considering the 2015/16 General Fund and HRA Revenue Budgets, resolved to fund 75% of the costs of a new Voluntary & Community Sector Development Officer for one year through the Loughborough Special Levy. This item is to review the effectiveness of the role.	C. Traill / J. Robinson	Agreed by SMB 28 January 2015 (min 46.4).

Scrutiny Work Programme

Scrutiny Panels

Due to officer capacity there is an agreement that no more than four scrutiny panels should be convened during any given period. Currently, there are no established scrutiny panels.

Name of Panel	Meeting Number and Date	Review Title	Evidence and information considered / to be considered	Attendees / Officers	Progress / Notes / Action Requested

CABINET – 17TH NOVEMBER 2016**Report of the Scrutiny Management Board**ITEM EQUALITY STRATEGY 2016-2020Purpose of Report

To consider the recommendation of the Scrutiny Management Board arising from the recommendation of the Policy Scrutiny Group following its consideration of the Equality Strategy 2016-2020.

Recommendation of the Scrutiny Management Board

That it be recommended to the Cabinet that Equality Impact Assessments be included as an appendix to Cabinet reports, rather than as a background paper.

Reason

To ensure that appropriate consideration and scrutiny is given to those documents.

Background

In accordance with the Scrutiny Work Programme and with the Group's remit to engage with reviews of Council policies and undertake scrutiny of those policies, the Policy Scrutiny Group considered the Equality Strategy 2016-2020 at its meeting on 27th September 2016. Following its scrutiny of the matter, the Policy Scrutiny Group asked the Scrutiny Management Board to make the above recommendation to the Cabinet, which the Board supported at its meeting on 26th October 2016. The report of the Policy Scrutiny Group considered by the Board is attached as an Annex to this report.

Officer Comment and Advice

Equality analysis is a way of considering the effect of policies, actions or services on different groups/characteristics protected from discrimination by the Equality Act 2010. This is to ensure that policies, actions or services do not have a negative or adverse impact on some groups.

Conducting Equality Impact Assessments are an important part of improving Council policies and services as it helps test out whether they are fair and meet the needs of the diverse groups of people living in Charnwood.

Under the specific public sector duties introduced by the Equality Act 2010 public bodies must have due regard for the need to take account of the general duties when making decisions by seeking to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act, such as the failure to make reasonable adjustments for disabled people
- 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

In line with the Equality Act 2010 and the associated Public Sector Equality Duty it is recommended that Cabinet members consider Equality Impact Assessments alongside appropriate reports to ensure that 'due regard' is given appropriately to decision making and where appropriate, to identify improvements which could be made to existing policies and services to make them fairer.

Policy Justification and Previous Decisions

Scrutiny Committee Procedure 11.12 sets out the procedure by which a report of a scrutiny committee should be considered by the Cabinet.

Implementation Timetable including Future Decisions and Scrutiny

The information on this in the Cabinet report is not affected by the recommendation of the Scrutiny Management Board.

Report Implications

The following implications have been identified for this report.

Financial Implications

There are no further financial implications associated with the recommendation of the Scrutiny Management Board.

Risk Management

There are no specific risks associated with the recommendation of the Scrutiny Management Board.

Key Decision:	Yes
Background Paper:	Scrutiny Management Board Minute 22 2016/17, 26th October 2016
Officer to contact:	Laura Strong Democratic Services Officer (01509) 634734 laura.strong@charnwood.gov.uk

SCRUTINY MANAGEMENT BOARD – 26TH OCTOBER 2016**Report of the Policy Scrutiny Group****ITEM EQUALITY IMPACT ASSESSMENTS****Purpose of Report**

To consider the recommendation of the Policy Scrutiny Group arising from its scrutiny of the Equality Strategy 2016-2020 and the Group's request that its recommendation be submitted to the Cabinet.

Recommendation

That it be recommended to the Scrutiny Management Board that it be recommended to the Cabinet that Equality Impact Assessments be included as an appendix to Cabinet reports rather than a background paper.

Reason

To ensure that appropriate consideration and scrutiny was given to those documents.

Policy Justification and Previous Decisions

In accordance with the Scrutiny Work Programme and with the Group's remit to engage with reviews of Council policies and undertake scrutiny of those policies, the Policy Scrutiny Group considered a revised version of the Equality Strategy 2016-2020 at its meeting on 27th September 2016.

Following its scrutiny of the matter, the Policy Scrutiny Group wished to make a recommendation to the Board as detailed above. The relevant minute extract from the Group's meeting is attached as an Appendix to this report.

Should the Board submit the recommendation of the Policy Scrutiny Group to the Cabinet, it will be accompanied by officer comment and advice as required.

Report Implications

The following implications have been identified for this report.

Financial Implications

There are no financial implications associated with the recommendation of the Policy Scrutiny Group.

Risk Management

There are no specific risks associated with the recommendation of the Policy Scrutiny Group.

Appendix: Policy Scrutiny Group Minute 19 27th September 2016

Background Papers: Policy Scrutiny Group, 27th September 2016, Item 8 –
Equality Strategy 2016-2020

Officer to Contact: Laura Strong
Democratic Services Officer
01509 634734
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Minute Extract – Policy Scrutiny Group 27th September 2016

“19. EQUALITY STRATEGY 2016-2020

A report of the Director of Neighbourhoods and Community Wellbeing, presenting a revised version of the Equality Strategy for 2016-2020 was submitted (item 8 on the agenda filed with these minutes).

The Corporate Improvement and Policy Officer assisted with consideration of the item and provided the following responses to issues raised:

- (a) Officers had noted the comments previously made by the Group when it had considered the draft Corporate Plan/Residents’ Survey regarding the need to ensure that as many residents as possible were encouraged to take part in surveys to enable all sections of the community the opportunity to be involved. The Residents’ Survey had been used as a starting point to the formation of the Equality Strategy, with additional consultation targeting specific groups (based on the protected characteristics) to gain feedback.
- (b) The profile of Equality Impact Assessments (EIAs) could be highlighted more in reports and developed through member training and included as an action. In future, EIAs could be included as an appendix to a report rather than as a background paper to support decision making.

RESOLVED

- 1. that the report and the information provided by the Corporate Improvement and Policy Officer be noted;
- 2. that the Group’s support for the policy and its intentions be noted;
- 3. that officers be requested to ensure that appropriate training on the use of EIAs was made available to councillors to ensure that they were used more actively during the Council’s decision making process;
- 4. **that it be recommended to the Scrutiny Management Board** that it be recommended to the Cabinet that Equality Impact Assessments be included as an appendix to Cabinet reports rather than a background paper.

Reasons

- 1. To acknowledge the information received.
- 2. To acknowledge the views of the members of the Group.
- 3. & 4. To ensure that appropriate consideration and scrutiny was given to those documents.”

CABINET – 17TH NOVEMBER 2016

Report of the Scrutiny Management Board

ITEM CAR PARKING

Purpose of Report

1. To consider the views of Scrutiny Management Board on car parking in the Borough arising from its consideration of the concerns of Performance Scrutiny Panel.
2. To consider the officer comment and advice in response to the report of the Scrutiny Management Board.

Recommendation of the Scrutiny Management Board

That the Cabinet be informed of the Board's view that, notwithstanding the Cabinet decisions resulting from the Car Parking Scrutiny Panel's work and the action being taken in those respects, car parking needs in the Borough are not being sufficiently addressed or addressed soon enough, in particular:

- (i) consideration of the need for a new car park in Loughborough;
- (ii) a pilot project for low cost parking for people working in Loughborough town centre;
- (iii) car parking need in Shepshed and other settlements;
- (iv) where matters fall within the County Council's remit, ensuring that the Borough's needs in relation to car parking are made known and working with the County Council where possible to achieve those.

Reason

To ensure that the Board's view is made known to Cabinet, following its consideration of the Performance Scrutiny Panel's concerns.

Background

In accordance with the Scrutiny Work Programme and with the Panel's remit to monitor performance, the Performance Scrutiny Panel considered a report to monitor progress being made in responding to the recommendations of the 2015 Charnwood Car Parking Impact Study at its meeting on 23rd August 2016. In doing so, the Panel wished to express a concern to the Scrutiny Management Board that the Study's recommendations did not effectively resolve the issues raised by the Car Parking Scrutiny Panel and by the Performance Scrutiny Panel at that meeting on 23rd August 2016.

The Scrutiny Management Board considered the Performance Scrutiny Panel's views at its meeting on 26th October 2016. The report considered by the Board is attached as Annex 1 to this report and the minute outlining the Board's resolutions in that respect is attached as Annex 2.

In addition to the recommendation of the Scrutiny Management Board set out above, the Board was informed at its meeting on 26th October 2016 that the Deputy Cabinet Lead Member for Regulatory Services was currently working with officers on parking matters in the Borough and that the results of that would be set out in a report to be submitted to the Board's meeting on 29th March 2017.

Officer Comment and Advice

The Car Park Scrutiny Panel recommendations were accepted by Cabinet at the meeting on 18th December 2014 (Minute 66-1). All of these recommendations have been completed and reported back to the Scrutiny Management Board in March 2016, who confirmed that most of these had been completed to their satisfaction.

Consultants White Young Green were appointed to undertake the impact assessment and they published their final report in December 2015 with 13 recommendations. These recommendations were referred to the Performance Panel. There was concern from the Performance Panel about some of these recommendations being implemented, these concerns and some additional concerns were also raised and referred back to Scrutiny Management Board and form the basis for this report to Cabinet.

In order to clarify some of these issues and provide a Cabinet steer, the Head of Planning and Regeneration and the Head of Regulatory Services provided a briefing to Cabinet members on the 29th September 2016. Following this, a way forward plan is being developed with the Cabinet Lead Members to confirm what actions will not be taken forward by officers and what actions will be progressed in line with the main recommendations of the report. This will then be reported to Scrutiny Management Board by the Lead Member in March 2017 to demonstrate the progress on the actions and those which officers will be taking forward.

In relation to the specific concerns highlighted in this report, the Head of Planning & Regeneration and the Head of Regulatory Services can confirm the following:

- (i) *Consideration of the need for a new car park in Loughborough* - This matter has been discussed with Cabinet members and Officers and is being developed as part of the Action Plan mentioned above. Officers have been informed that Cabinet members do not consider that the council should use its own resources to purchase land or to directly commission the construction of a new car park as a council owned asset. However, work will be undertaken to encourage private investment and development as part of town centre regeneration in the future.
- (ii) *A pilot project for low cost parking for people working in Loughborough town centre* - As part of the 2014 Cabinet recommendations officers undertook an in-house feasibility study, including a survey of BID businesses. This confirmed that there is currently no capacity in existing car parks and that workers' did not wish to park at Browns Lane Car Park, which was the suggested location for the Pilot. This was reported to the Cabinet Lead Members, who confirmed that such a pilot project within Council owned car parks will not be taken forward at this stage. However, there are still other privately run car parks that could potential have the capacity to offer lower cost staff parking.

- (iii) *Car parking need in Shepshed and other settlements;* - As in (i) above, Cabinet have confirmed that officers will not be looking at the purchase and development of land by the Council. However, the evidence highlighted in the Impact Assessment Report is being used to develop longer term actions to encourage future development of car parks in these locations.
- (iv) *Where matters fall within the County Council's remit, ensuring that the Borough's needs in relation to car parking are made known and working with the County Council where possible to achieve those.* – At the Leicestershire Parking Board, which the Head of Regulatory Services attends on behalf of the Council, the mechanism to report local issues relating to Transport and Highways, was discussed. It has been confirmed that if any County or Local Councillors have specific local issues these should be raised at the Highways Forum for Charnwood. This will include on-street parking provision, on-street parking restrictions, residential parking schemes, transport surveys, congestion, park and ride schemes, bus routes and road improvements.

Policy Justification and Previous Decisions

Scrutiny Committee Procedure 11.12 sets out the procedure by which a report of a scrutiny committee should be considered by the Cabinet.

Implementation Timetable including Future Decisions and Scrutiny

A Cabinet response will be fed back to the Scrutiny Management Board indicating what (if any) action it proposes to take.

Report Implications

The following implications have been identified for this report.

Financial Implications

There are no financial implications associated with the recommendation of the Scrutiny Management Board.

Risk Management

There are no specific risks associated with the recommendation of the Scrutiny Management Board.

Key Decision:	No
Background Papers:	As detailed in Annex 1
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SCRUTINY MANAGEMENT BOARD – 26TH OCTOBER 2016**Report of the Performance Scrutiny Panel**ITEM CAR PARKING AND RELATED MATTERSPurpose of Report

To enable the Board to consider a concern expressed by the Performance Scrutiny Panel (following its consideration of a report to enable it to monitor progress being made in responding to the recommendations of the 2015 Charnwood Car Parking Impact Study at its meeting on 23rd August 2016) that the Study's recommendations do not effectively resolve the issues raised by the Car Parking Scrutiny Panel and by the Performance Scrutiny Panel at its meeting on 23rd August 2016.

To inform the Board that the Performance Scrutiny Panel has requested that the next report submitted to it on 11th April 2017 to enable it to monitor progress being made in responding to the recommendations of the Study includes additional information about the usage of specific car parks in service centres, the impact of lack of car parking space on residents, the cost implications of long term and short term parking tariffs and the distribution and make up of cars coming into and parking in Loughborough.

Action Requested

The Board is asked to:

- (i) note the Performance Scrutiny Panel's comment regarding the Car Parking Impact Study (listed as italic number 6 on page 3 of this report, that "*the timescales identified in the Car Parking Impact Assessment study were perceived as too long term, the Council should consider how to resolve car parking issues in the Borough for the next 2-3 years*");
- (ii) note the Performance Scrutiny Panel's comments regarding other issues relating to car parking and traffic management (listed as italic numbers 1-5 and 7 on pages 2/3 of this report);
- (iii) consider whether to take any further action, which could include:
 - A. Commissioning further scrutiny of car parking-related issues that were not previously included within the scope of the Car Parking Scrutiny Panel.
 - B. Making recommendations to the Cabinet to address all or some of the issues raised by the Performance Scrutiny Panel (set out in italics on pages 2/3), although it should be noted that many of these relate to Leicestershire County Council functions.
 - C. Requesting that the Performance Scrutiny Panel continues to monitor progress being made in responding to the recommendations of the

2015 Charnwood Car Parking Impact Study, but deciding that no scrutiny of further car parking issues is required at this stage.

Background

A report setting out the findings and recommendations of the Car Parking Scrutiny Panel was considered by Scrutiny Management Board at its meeting held on 3rd December 2014 and recommended to Cabinet at its meeting on 18th December 2014. An outcome of this included the commissioning of a Car Parking Impact Study to:

- assess the availability of parking provision within identified centres;
- assess the patterns of usage and projected levels of demand;
- identify capacity or management issues;
- assess the impact on the viability and vitality of the identified centres;
- identify a series of interventions if required; and
- evaluate the case for additional provision of a multi-story car park in Loughborough.

The study included consultation with all councillors, key stakeholders, including the Loughborough BID, private car park operators and the Leisure Centre contractors, Fusion, and town and parish councils to identify potential current and future capacity within car parks.

On 28th October 2015 and 23rd March 2016, Scrutiny Management Board considered progress on the resolutions of Cabinet in relation to the recommendations of the Car Parking Scrutiny Panel. At the latter meeting, the Board confirmed that it was satisfied that all of the Cabinet resolutions had been completed, but decided that Performance Scrutiny Panel should monitor progress with the matters still being explored through the recommendations of the Car Parking Study.

A report setting out progress with those matters was submitted to the Performance Scrutiny Panel at its meeting on 23rd August 2016, a copy of which is attached at Appendix 1. While recognising that the role of the Panel was to monitor progress with the matters being explored through the recommendations of the Car Parking Study, the following concerns were expressed by members of the Panel:

1. *On street parking in Loughborough at peak times was getting worse, especially as student owned cars were not permitted on the University campus. Parking restrictions should be considered, including reduced parking tariffs in car parks to increase the attractiveness of the available off street parking.*
2. *The numbers of cars coming into Loughborough to park should be categorised and recorded to determine the most appropriate solution for further car parking provision.*
3. *Cycle paths and routes (along the A6 for example) were potentially dangerous and cars often parked on the paths causing obstructions. The paths did not appear to be well maintained in some areas.*
4. *Bus routes appeared to change with little notice, in particular in Shepshed.*
5. *Parking facilities were not consistently being considered for some planning applications.*

6. *The timescales identified in the Car Parking Impact Assessment study were perceived as too long term, the Council should consider how to resolve car parking issues in the Borough for the next 2-3 years.*
7. *Options should be considered to provide long term affordable parking for workers in the Borough;*

and the Performance Scrutiny Panel resolved as follows:

1. that the Scrutiny Management Board be notified at the next available opportunity of the Panel's concerns regarding the effectiveness of the recommendations by the Car Parking Impact Assessment Study to resolve issues raised by the Car Parking Scrutiny Panel and at this meeting;
2. that a further update including information about the usage of specific car parks in service centres, the impact of lack of car parking space on residents, the cost implications of long term and short term parking tariffs and the distribution and make up of cars coming into and parking in Loughborough be considered at the meeting of the Panel to be held on 11th April 2017.

The minute setting out in full the Performance Scrutiny Panel's considerations is attached at Appendix 2.

Additional Information

The following additional information on the issues raised by the Performance Scrutiny Panel has been provided by the Head of Planning and Regeneration and the Head of Regulatory Services:

The following comments are provided to support the Board in its consideration of the Performance Scrutiny Panel's concerns (numbered italic 1-7 on pages 2/3 of this report:

1- On Street Parking restrictions, including Traffic Regulations and Resident Parking Schemes are the statutory responsibility of Leicestershire County Council Highways. Any additional scrutiny of on street parking restrictions will need to involve Leicestershire County Council. Officers are aware that the County Council is currently looking at on-street parking restrictions in Loughborough and considering on-street charging schemes.

2 – Any assessment of cars or vehicles travelling into Loughborough would normally be part of a multi modal study, governed by legislation, and would be the responsibility of the Highway Authority (Leicestershire County Council) to manage and undertake. This type of exercise is usually undertaken as part of the development of the Local Transport Plan or as part of transport modelling exercises. The current transport plan runs for the period 2011-2026. If Members wanted a study to be undertaken then discussions with the Highway Authority would be required, who may request funding to support this.

The Car Parking Scrutiny Panel undertook a small survey of users of Council operated car parks, which was used as part of their report and recommendations. To undertake a new survey of all people coming into Loughborough would be a significant piece of work and require additional funding that is not currently budgeted

for. The scope of any survey would also be required, to determine if all cars coming into Loughborough to park should be surveyed, or those actually using Car Parks (Council or Private). The scope of any such survey would then determine the level of funding required.

3 – Cycle path provision, maintenance and enforcement of illegal parking is the responsibility of Leicestershire County Council, except where that parking is deemed to be dangerous parking in which case it is the responsibility of the Police.

4 – Bus routes and changes to these are determined by commercial and other factors and are overseen by the Highway Authority at Leicestershire County Council.

5 – Local plan policy TR/18 requires new developments to provide sufficient off street parking in accordance with standards set by the Highway Authority at Leicestershire County Council. In central areas of Loughborough and Shepshed, district centres and other areas of significant trip generation the quantity of new parking within development will be determined through negotiation based on containing car park provision and reflecting:

- the proposed use;
- the location of the development;
- the availability of public off street parking;
- the current or potential accessibility of the site by non-car modes;
- the feasibility of commuted payments;
- the scope for practical measures to significantly reduce the use of private car trips to and from the site; and
- the need to reduce existing levels of private non-residential car parking.

Policy TR/18 forms part of the adopted development plan for Charnwood. All planning decisions are taken on their individual merits having regard to the development plan unless material considerations indicate otherwise. In considering proposals against Policy TR/18, the Local Planning Authority is advised by the Highway Authority. The judgement as to the acceptability of a scheme in highways terms is based on paragraph 32 of the NPPF which says development should only be prevented or refused on transport grounds where the residual cumulative impacts of development are severe.

There is some latitude therefore for the Plans Committee to come to different conclusions on the parking needs of development proposals when considering them. All applications should be considered on their own merits in light of the circumstances that apply at the time the decision is made and evidence supplied.

6 – The Head of Planning and Regeneration and the Head of Regulatory Services undertook a briefing of Cabinet Members on 29th September 2016 to discuss the Car Parking Impact Assessment Study recommendations. The agreed approach to these is being developed into an implementation plan, which will then be agreed by the Lead Members. Some of the actions have already been implemented as reported to the Performance Panel on 23 August 2016, but the remaining recommendations are likely to have outcomes in the longer term.

7 – Following the Car Parking Scrutiny Panel findings, an in house assessment was undertaken to determine the potential of providing additional parking for workers in

Loughborough within Council owned car parks. The findings of this were discussed with Lead Members and it was agreed that there was not sufficient capacity within existing Council run car parks to provide extra subsidised parking for workers. This was reported to Scrutiny Management Board on 23rd March 2016. The Council does not have control over privately operated Car Parks or On Street Parking restrictions where it is recognised that some Town Centre workers may be parking.

The Car Parking Impact Assessment study's remit was to look at the availability of parking across the Borough and in particular the main service centres. On-street parking restrictions and controls were not within the scope of the report, as these are under the jurisdiction of the Leicestershire County Council Highway Authority.

If the Board wish to support Panel recommendation 2, officers would advise that this will need to be clarified and scoped out. As detailed above, if this involves a multi-modal study then this would be outside of the responsibility of the Council, but the Council could ask the Highway Authority for such a study to be consider, which may require funding to support this request. If this is a detailed study of all car park users and also residents across all service centres this would also need significant additional funding to undertake this, which is currently not budgeted for.

Appendices: Appendix 1 - Report to Performance Scrutiny Panel 23rd August 2016 "Charnwood Car Parking Impact Assessment Study".

Appendix 2 – Extract from Minutes of Performance Scrutiny Panel 23rd August 2016.

Background Papers: Scrutiny Management Board 23rd March 2016 – Agenda Item 9 and Minute 46

Scrutiny Management Board 28th October 2015 – Agenda Item 8 and Minute 23

Cabinet 18th December 2014 – Agenda Item 6 and Minute 66

Scrutiny Management Board 3rd December 2014 – Agenda item 8 and Minute 38

Charnwood Car Parking Impact Assessment - Final Report 2015, available here:
<http://www.charnwood.gov.uk/pages/evidencebase>

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PERFORMANCE SCRUTINY PANEL – 23RD AUGUST 2016

Report of the Head of Planning and Regeneration and the Head of Regulatory Services

ITEM CHARNWOOD CAR PARKING IMPACT ASSESSMENT STUDY

Purpose of Report

To enable the Panel to monitor progress being made in responding to the recommendations of the 2015 Car Parking Impact study.

Action Requested

At its meeting on 23rd March 2016 Scrutiny Management Board (SMB) resolved that, in relation to Cabinet resolution 66.4 (2014/15), the Performance Scrutiny Panel regularly monitor the following matters currently being explored regarding the levels of parking provision across parts of the Borough and linked to relevant towns and villages:

1. Funding opportunities to assist in the development of parking provision.
2. Formation of a Quality Parking Partnership.
3. Improvements to information provided on the Council's website.
4. Promotion of sustainable transport alternatives.
5. New car parking provision at locations across the borough.
6. Provision of multi-storey car park in Loughborough.
7. Temporary parking provision at peak times of the year.
8. Updating of payment methods at car parks.
9. Improvements to rural car parks.
10. Review of short and long stay parking.
11. Tariff structures should be reviewed on an annual basis.
12. Car park signage improvements.
13. Access improvements to specific car parks.

This joint report from the Head of Planning and Regeneration Services and the Head of Regulatory Services presents a commentary to the Panel in the context of the recommendations of the Car Parking Impact Assessment Study 2015.

Background

The Car Parking Impact Study was commissioned in February 2015 in response to Scrutiny Panel recommendations accepted by Cabinet at their meeting on 18th December 2014 (Minute 66-1). The Study was commissioned as a direct result of the work of the Borough Council's Car Park Scrutiny Panel which met between April and November 2014 to consider issues relating to car parking. The successful tender was submitted by WYG Transport Planning who were commissioned to:

- assess the availability of parking provision within identified centres;
- assess the patterns of usage and projected levels of demand;
- identify capacity or management issues;
- assess the impact on the viability and vitality of the identified centres;

- identify a series of interventions if required; and
- evaluate the case for additional provision of a multi-story car park in Loughborough.

Consultation took place with all councillors, key stakeholders, including the Loughborough BID, private car park operators and the Leisure Centre contractors Fusion, and town and parish councils to identify potential current and future capacity within car parks.

Scrutiny Management Board considered the findings and recommendations of the Car Parking Scrutiny Panel at its meeting held on 3rd December 2014 and this was endorsed by Cabinet on 18th December 2014 (Minute 66-1 refers). SMB also considered a progress report on 28th October 2015 which reviewed progress in achieving the required actions and a further report was presented to SMB on 23rd March 2016.

At their meeting on 23rd March 2016 SMB reviewed all the actions and confirmed that they were satisfied that all of the Cabinet recommendations had now been completed. However, the Board saw the benefit of further monitoring of the matters currently being explored through the recommendations of the Car Parking Study. The full report and minutes can be found at:

http://www.charnwood.gov.uk/committees/scrutiny_management_board?paper_q=&paper_classification=&paper_startDate=2016-03-23&go=Search

The Appendix identifies the latest progress in responding to the Study's main recommendations. The commentary shows where work has already been completed, as well as work which is still ongoing. Although some of the recommendations can be implemented without allocating significant new resources, members should also be aware of the cost implications of implementing some of the recommendations

The most challenging issue is how the Borough Council will respond to the consultant's recommendation for increasing car parking capacity in Loughborough through the development of a new multi storey car park. This is the consultant's single most significant recommendation in terms of scale, impact and cost, but this is not a corporate plan priority and there is no current budget in the capital programme for this and it will necessarily require Cabinet to consider how this recommendation is taken forward.

Report Implications

The implications of this report are set out in the table attached to this report.

Risk Management

Risk Identified	Likelihood	Impact	Risk Management Actions Identified
Private sector unwilling to invest in funding new and improved car parking.	Possible	High	Ongoing discussions with car park operators and private sector partners to encourage investment.

Difficulty of identifying and delivering suitable sites for car parking, in particular the development of a multi storey car park in Loughborough	Likely	High	Assessment of land in Borough Council ownership and promoting opportunities for car parking whenever appropriate as part of development schemes.
Housing development places greater pressure on existing car parking provision than envisaged.	Possible	Medium	Effective implementation of Core Strategy Policy CS17 and achieving modal shift to sustainable transport through transport assessments, travel plans and working with partners.

Background Papers: Scrutiny Management Board, 23rd March 2016 – agenda item 9 and minute 46

Scrutiny Management Board, 28th October 2015 – agenda item 8 and minute 23.

Scrutiny Management Board, 3rd December 2014 – agenda item 8 and minute 38.

Cabinet, 18th December 2014 – agenda item 6, and minute 66.4 (2014/15).

Charnwood Car Parking Impact Assessment, Final Report, 2015 is available here:
<http://www.charnwood.gov.uk/pages/evidencebase>

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Car Parking Action Plan

	Actions recommended by Car Parking Impact Study	Status	Commentary
1.	Exploring funding opportunities to assist in the development of parking provision.	Complete.	<ul style="list-style-type: none"> • Private sector investment will be required because the purchase of land and buildings for car parking would require significant capital investment not identified in the capital plan or identified as a priority in the corporate plan. • When new development schemes come forward planning officers will explore the potential for securing new or improved car parking facilities from developers to ensure the need generated by the development is met as appropriate. • LLEP funding streams are currently on hold due to the uncertainty around European funding. Previous funding calls have not included funding for such projects. Most of these are sector specific e.g. low carbon and not for building projects for car parks • Officers are not aware of any other funding schemes to assist in the development of parking provision.
2.	Formation of a Quality Parking Partnership	Ongoing.	<ul style="list-style-type: none"> • The potential for a Quality Parking Partnership will be considered through the Public Realm Meetings this Autumn, which involve the Loughborough BID and the main private partners involved in parking. • Outside of Loughborough, ongoing liaison with the Parish and Town Councils will continue.
3.	Improvements to information provided on the Council's website.	Complete.	<ul style="list-style-type: none"> • Significant changes have already been made to the web site to improve the information available to customers and which coordinates existing information on sustainable travel choices. This was reported to SMB on 23rd March 2016. • The Borough Council website includes information on each public car park in the Borough that the Council operates including spaces, post codes and interactive maps.

4.	Promotion of sustainable transport alternatives	Ongoing.	<ul style="list-style-type: none"> • In considering development proposals officers require a Travel Plan in accordance with Policy CS17 of the Charnwood Core Strategy (adopted in November 2015) to support the target of achieving a 6% modal shift from private car to walking, cycling and public transport by 2028. • A considerable amount of work has been completed to promote sustainable travel including promoting car sharing through the 'Choose How You Move' car sharing website and other measures which have been taken forward under the Climate Local agenda such as the introduction of electric cars and installing an electric charging point for the Beehive Lane Car Park and undertaking a staff travel survey which would inform a Sustainable Travel Plan. • The Council is involved in the Loughborough Quality Bus Partnership which works closely with Leicestershire County Council and bus operators to promote and improve local bus services in the Borough.
5.	New car parking provision at locations across the borough	Ongoing.	<ul style="list-style-type: none"> • The Council is not statutorily obliged to provide parking in the borough. Any new public provision would need to be considered through the corporate plan and funding secured through the capital plan process. • Following the resolution of Cabinet of 18th December 2014 (Minute 66-3) Street Management has been working with Loughborough BID to promote additional car parking at weekends. • Neighbourhood Plans provide an opportunity to consider the need for additional car parking and the Council makes its evidence base available to groups preparing plans. The Draft Consultative Neighbourhood Plan for Thurcaston and Cropston (May 2016) states that it will seek ways to address the lack of car parking while other emerging Neighbourhood Plans have progressed with discussion about addressing the issue of car parking in village centres.
6.	Provision of multi-storey car park in Loughborough.	Ongoing.	<ul style="list-style-type: none"> • There is no current budget in the capital programme for this and it is not included as a corporate plan priority. It will necessarily require Cabinet to consider how this recommendation is taken forward

7.	Temporary parking provision at peak times of the year.	Ongoing.	<ul style="list-style-type: none"> Officers believe that this is a long term issue that needs to be monitored to determine car parking levels across all of the main car parks in Loughborough. If the trend does continue then a feasibility study could be undertaken The Quality Parking Partnership would be expected to look at alternative sites and work with partners to look at potential park and ride schemes.
8.	Updating of payment methods at car parks	Ongoing.	<ul style="list-style-type: none"> The Council's current Capital Programme for 2016/17 includes funding for improvements to car parks including the replacement of some pay and display machines. It is planned to undertake procurement and installation over the next 12 months. As the programme of upgrading machines is rolled out options for alternative methods of payment, such as contactless or pay by phone, will be considered depending on the budget available.
9.	Improvements to rural car parks.	Ongoing.	<ul style="list-style-type: none"> Significant resurfacing work and improvements have already been completed at Sileby, Anstey and Barrow. Mountsorrel Car Park is being redeveloped as part of the demolition and rebuilding of the Memorial Hall. On completion it is proposed that improvements will be made to the access and layout of the car park. The project completion is 12-18 months. As part of the Capital works programme resurfacing and lining is planned at Quorn Car Park. The level of work will depend on the completion of work at Browns Lane Car Park and remaining capital funds. It is planned to be undertaken in the next 12 months. Replacement boundary fencing is also planned at Syston Car Park over the next 12 months. Any additional improvements will depend on funds left over.
10.	Review of short and long stay parking.	Ongoing.	<ul style="list-style-type: none"> The next 3 year review of the tariffs across all car parks is planned in January 2017, and consideration will be given to options for Granby Street Car Park to encourage more turnover of cars by having higher long stay prices. A consultation will be undertaken and any proposed changes to tariffs will be agreed with the Lead Members and if necessary introduced in April 2017
11.	Tariff structures should be	Complete.	<ul style="list-style-type: none"> As detailed above in the response to 10. parking charges are currently reviewed on a 2-3 year cycle and benchmarked against similar authorities, with the next review programmed for January 2017.

	reviewed on an annual basis.		<ul style="list-style-type: none"> • Free Sunday parking for key events and also during this Summer (July & August 2016) has been agreed in support of Loughborough BID activity. Our current evidence indicates that only the major events, such as the Car Show and fun runs have seen significant increase in car park usage. For all the remaining Sundays, parking levels have been at similar levels. • We have also worked with the BID and implemented a scheme for businesses whereby they can purchase 2 hour free parking vouchers to offer their customers.
12.	Car park signage improvements.	Complete.	<ul style="list-style-type: none"> • A major scheme for signage improvements within Loughborough was completed in March 2015. New road signs and pedestrian signs are now in place. • New signs and notice boards were installed during 2016 within Beehive, Granby Street and Southfields Extension.
13.	Access improvements to Mountsorrel car park.	Ongoing.	<ul style="list-style-type: none"> • Improvements to Mountsorrel Memorial Hall are ongoing and will include the car parking and access. This is scheduled for completion in the Summer of 2017.

Extract from Minutes of Performance Scrutiny Panel 23rd August 2016

“15. CHARNWOOD CAR PARKING IMPACT ASSESSMENT STUDY

A report of the Head of Planning and Regeneration and Head of Regulatory Services considering 13 matters raised by the Car Parking Scrutiny Panel relating to the levels of parking provision across the parts of the Borough and linked to relevant towns and villages was considered (item 6 on the agenda filed with these minutes).

The Head of Planning and Regeneration, the Car Parks and Civil Parking Enforcement Manager, and the Senior Planning Officer attended to assist the Panel with consideration of the item, providing the following responses to issues raised:

- The Car Parking Impact Assessment Study had been recommended by the Car Park Scrutiny Panel, and had also been scrutinised by the Cabinet and the Scrutiny Management Board on several occasions.
- The costs mentioned in the Car Parking Impact Assessment study concerning the multi storey carpark in Loughborough were underestimated. A comparable project taking place in Leicester was costing around £5 million.
- The assessment of car parking at each location was carried out at two hourly intervals on Thursdays and Saturdays. Occupancy was measured against the recommendation that levels should not exceed 85% of capacity.
- The Corporate Plan did not specifically prioritise car parking facilities but if a priority was identified which required funding it would be considered through the usual Council budgeting processes.
- The Council needed to consider whether providing more car parking fitted with their objectives regarding climate change and minimising environmental pollution.
- Planning applications were often required to include green travel plans to promote a modal shift towards walking, cycling and public transport.
- The study’s forecasts for car parking in 2020 and 2036 considered additional pressures by planned growth. In areas where new car parking provision was recommended consideration would need to be given to funding and the availability of land.
- Bus routes were frequently subsidised by new developers as part of the planning application package usually for up to a year to encourage usage. If the route became financially unviable after this period the routes could be discontinued.
- The County Council as the statutory highways authority provided advice for planning applications and applied relevant car parking standards. In considering whether to permit a planning application, members of the Plans Committee could disagree with this advice or give greater weight to other material considerations.
- There were currently no car parks under the Borough Council’s control in Shepshed but available land in Britannia Street was subject to discussion between the Town Council and the Borough Council as a potential site to contribute towards the identified long term need for 40-50 additional spaces required in Shepshed by 2036, as indicated by the study.

- The car parking provision in Birstall (layby) was the responsibility of the Highways Authority, and the work being completed by Leicester City Council and the Great Central Railway regarding a park and ride scheme was not within the scope of the study.

Whilst recognising the role of the Panel to monitor the performance against the recommendations in the report, the following concerns were expressed by members of the Panel:

- On street parking in Loughborough at peak times was getting worse, especially as student owned cars were not permitted on the University campus. Parking restrictions should be considered, including reduced parking tariffs in car parks to increase the attractiveness of the available off street parking.
- The numbers of cars coming into Loughborough to park should be categorised and recorded to determine the most appropriate solution for further car parking provision.
- Cycle paths and routes (along the A6 for example), were potentially dangerous and cars often parked on the paths causing obstructions. The paths did not appear to be well maintained in some areas.
- Bus routes appeared to change with little notice, in particular in Shepshed.
- Parking facilities were not consistently being considered for some planning applications.
- The timescales identified in the Car Parking Impact Assessment study were perceived as too long term, the Council should consider how to resolve car parking issues in the Borough for the next 2-3 years.
- Options should be considered to provide long term affordable parking for workers in the borough.

RESOLVED

1. that the Scrutiny Management Board be notified at the next available opportunity of the Panel's concerns regarding the effectiveness of the recommendations by the Car Parking Impact Assessment Study to resolve issues raised by the Car Parking Scrutiny Panel and at this meeting;
2. that a further update including information about the usage of specific car parks in service centres, the impact of lack of car parking space has on residents, the cost implications of long term and short term parking tariffs and the distribution and make up of cars coming into and parking in Loughborough be considered at the meeting of the Panel to be held on 11th April 2017;
3. that the information contained in the report of the Head of Planning and Regeneration and Head of Regulatory Services be noted.

Reasons

1. The Panel was not satisfied that the recommendations made by the study fully resolved issues with car parking provision highlighted in the meeting by

members and the potential car parking requirements in the Borough over the next few years.

2. The Panel wished to be updated and to understand in detail the provision for car parking in the Borough and how this reflected its concerns for the provision over the next few years.
3. The Panel acknowledged the information contained in the report.”

Extract from Minutes of Scrutiny Management Board – 26th October 2016**“21. CAR PARKING AND RELATED MATTERS**

Considered a report of the Performance Scrutiny Panel setting out a concern of the Panel that the 2015 Charnwood Car Parking Study did not effectively resolve the issues raised by the Car Parking Scrutiny Panel and by the Performance Scrutiny Panel at its meeting on 23rd August 2016, and informing the Board of additional information on car parking and related matters that the Performance Scrutiny Panel has requested for its meeting on 11th April 2017 (item 6 on the agenda filed with these minutes).

The Chief Executive, the Head of Planning and Regeneration and the Head of Regulatory Services assisted with consideration of the report.

RESOLVED

1. that the Performance Scrutiny Panel’s comment regarding the Car Parking Impact Study that “the timescales identified in the Car Parking Impact Assessment study were perceived as too long term, the Council should consider how to resolve car parking issues in the Borough for the next 2-3 years” be noted;
2. that the Performance Scrutiny Panel’s comments regarding other issues relating to car parking and traffic management (listed as italic numbers 1-5 and 7 on pages 2/3 of the report) be noted;
3. that a report of the Scrutiny Management Board **be submitted to the Cabinet** to inform it of the Board’s view that, notwithstanding the Cabinet decisions resulting from the Car Parking Scrutiny Panel’s work and the action being taken in those respects, car parking needs in the Borough are not being sufficiently addressed or addressed soon enough, in particular:
 - (i) consideration of the need for a new car park in Loughborough;
 - (ii) a pilot project for low cost parking for people working in Loughborough town centre;
 - (iii) car parking need in Shepshed and other settlements;
 - (iv) where matters fall within the County Council’s remit, ensuring that the Borough’s needs in relation to car parking are made known and working with the County Council where possible to achieve those;
4. that it be noted that the Deputy Cabinet Lead Member for Regulatory Services is currently working with officers on parking matters in the Borough and that the results of that will be set out in a report to be submitted to the Board’s meeting on 29th March 2017.

Reasons

- 1.&2. To acknowledge the Panel’s comments on these matters.

3. To ensure that the Board's view is made known to Cabinet, following its consideration of the Performance Scrutiny Panel's concerns.
4. The Board was informed by the Deputy Cabinet Lead Member that he wished to report to the Board on this and the Board welcomed information on the Council's position, including explanation where needs could not be met."