



# Scrutiny Commission

**To All Members of the Scrutiny Commission on Friday, 26 January 2024**

**Date of meeting: Monday, 05 February 2024**

**Time: 18:30**

**Venue: Council Chamber  
Council Offices, Adam and Eve Street, Market Harborough.**

Members of the public can access a live broadcast of the meeting from the [Council website](#), and the meeting webpage. The meeting will also be open to the public.

## Agenda

- 1 Apologies for Absence and Notification of Substitutes.**
- 2 Declarations of Members' Interests**
- 3 DRAFT Minutes of the Scrutiny Commission 28.09.2024 3 - 6**

**Consider the following reports:**

- 4 Verbal update relating to Scrutiny Panels**
- 5 Scrutiny Workplan 7 - 24**
- 6 To consider any urgent items (to be decided by the Chairman)**

JOHN RICHARDSON  
CHIEF EXECUTIVE AND HEAD OF PAID SERVICE  
HARBOROUGH DISTRICT COUNCIL

Contact:  
[democratic.services@harborough.gov.uk](mailto:democratic.services@harborough.gov.uk)  
Telephone: 01858 828282

Circulate to: Jonathan Bateman - Member, Amanda Burrell - Member, Paul Dann - Member, Peter Elliott - Member, Stuart Finan - Member, Rose Forman - Member, David Gair - Member, James Hallam - Chairman, Peter James - Member, Rosita Page - Member

**And all other Councillors for information**

## HARBOROUGH DISTRICT COUNCIL

### MINUTES OF THE MEETING OF THE SCRUTINY COMMISSION

- Held:** In the Council Chamber, The Symington Building, Adam and Eve Street, Market Harborough, Leicestershire LE16 7AG
- On:** 28 September commencing at 18:30.
- Present:** Councillors Bateman, Burrell, Dann, Elliott, Hallam (Chair), James, Rickman, James, Gair and Mrs Page,
- Officers:** Liz Elliott – Interim Chief Executive, Clare Pattinson – Interim Director of Law & Governance (remote), Julie Young – Interim Head of Legal, Kathryn Parsons – Democratic Services Officer

#### 1. INTRODUCTIONS

Cllr Hallam introduced the panel.

#### 2. APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES

Apologies were received from Councillor Forman

#### 3. DECLARATIONS OF MEMBERS' INTERESTS

There were none.

#### 4. DRAFT MINUTES SCRUTINY COMMISSION 3RD NOVEMBER 2022

The Commission noted the draft minutes provided and **RESOLVED that the Minutes of the Meeting of the Scrutiny Commission held on the 27 June 2023, as updated, be accepted and signed by the Chairman as a true record.**

#### 5. REVIEW OF THE SCRUTINY WORK PLANS

The Interim Chief Executive introduced the draft Scrutiny Work Plan report and discussion occurred around the recommendations in the report which were as follows:

- Reg18 consultation for Local Plan change of date so the Panel can look at this in detail. This needs to come to Scrutiny.
- All subjects agreed have been included.
- All reserved dates have now been included.

- 2<sup>nd</sup> November has been moved to the 16<sup>th</sup> November to allow for Reg18 work to be completed.
- We have included previous Work Plan for 22/23 included and brought forward to 23/24.
- 4 Meetings for Performance Panel and no Finance or Performance Management Information as agreed at last meeting they will not be coming to Scrutiny. Looking at briefing notes.
- Portfolio Holders to attend panels and to present their reports.
- RIPA report will be slotted in at the appropriate time.
- 13<sup>th</sup> November revised date for the Scrutiny Training.
- Pentana Training can be provided on request.
- Local Development Team to send out timetable as part of the update.
- Next Scrutiny Commission Date 7<sup>th</sup> March 2024. Placeholders in for Task and Finish Groups should they be needed.

Recommendation to agree the workplan. The Scrutiny Commission agreed this.

## 5.1 FUTURE OF SCRUTINY ARRANGEMENTS

The Interim Chief Executive introduced the report and discussion occurred around the recommendations in the report which were as follows:

- Do you want the Commission to remain, or do you want to get rid of the Commission?
- Do you want two panels or three panels.
- If you want two or three panels, how do you want them formatted? Do you want them to reflect the Corporate Priorities/Plan?
- Do you want them to stay as Communities and Performance?
- Changes will affect the Constitution.

Recommendation to remove the Scrutiny Commission Panel, and a number of Communities and Performance Panels to be decided at a later date. Constitution to be updated by removing any reference to the Scrutiny Commission Panel.

The Commission **RESOLVED** to remove the scrutiny commission panel. Task and Finish group to look at panel structure, number of people on the panel, frequency of meetings and workplan.

## **6. ANY URGENT BUSINESS**

Call for the Scrutiny Commissioner to hold a scrutiny review by the relevant panel into the circumstance and all information and action taken prior to and during the Light and Life Festival at the Showground.

Recommendation to have a Task and Finish group undertake a scrutiny review into the Light and Life Festival on what actions HDC Officers actions, decision made, and lessons learnt and report to Communities/Performance Scrutiny Panel.

The Commission **RESOLVED** to take a report on the Light and Life Festival to Performance Scrutiny Panel 7<sup>th</sup> December 2023.

The Meeting ended at 19:50



# Harborough District Council

## Report to the Scrutiny Commission Meeting of 5<sup>th</sup> February 2024



<b>Report Number:</b>	2
<b>Title:</b>	Updated Scrutiny Workplan
<b>Status:</b>	Public report
<b>Key Decision:</b>	No
<b>Report Author:</b>	Sarah Hamilton 07936 370630
<b>Portfolio Holder:</b>	Councillor Beadle, Corporate & Regulatory Services
<b>Appendices:</b>	Appendix A – Draft Scrutiny Workplan Appendix B – Council’s Forward Plan Appendix C - Scrutiny Commissioning Aid

### Executive Summary

The updated Work-plan has been populated using a combination of items previously referred to Scrutiny from various sources, officer or member-led items, and statutory items.

### Recommendations

1. To agree the Scrutiny Work-plan attached at Appendix A.

### Reasons for Recommendations

1. Consideration and agreement of the updated Scrutiny Work-plan.
2. To create Scrutiny Task and Finish Groups, as required.

## 1. Purpose of Report

Consideration of the updated Scrutiny Work-plan for the few months prior to Annual Council will facilitate Council business and the achievement of the identified 2023/24 priorities and enable Scrutiny Commission members and officers to plan work efficiently.

## 2. Background

2.1 The Scrutiny Commissioner and the Democratic Officer have drafted the Work-plan. The Work-plan has been populated using a combination of items previously referred to Scrutiny from various sources, officer or member-led items, and statutory items.

### **3. Details**

3.1 The Council's Forward Plan is attached at Appendix B. Its inclusion allows the Commission to identify known decisions which will be made by the Cabinet in the next few months and to identify if Scrutiny involvement can add value to the debate.

3.2A Scrutiny Commissioning Aid is attached at Appendix C. The inclusion of the Aid is there to assist the Commission in prioritising its workload.

### **4. Implications of Decisions**

#### **4.1. Corporate Priorities**

The formal decision-making process supports all of the Corporate Priorities.

#### **4.2. Financial**

No direct financial implications arise directly from this report.

#### **4.3. Legal**

Harborough District Council's Constitution requires that the Scrutiny Commission will ensure "a consistent Work-plan for each Panel and allocate the work to the Panel with the relevant list of activities or as it otherwise sees fit" (Article 7, 7.01, b, Harborough District Council Constitution).

#### **4.4. Policy**

The Council needs to ensure that it has an appropriate Scrutiny work-plan in place in order that Scrutiny can hold the Cabinet to account, undertake policy development, contribute to improved decision-making, and channel the voice of the public.

#### **4.5. Environmental Implications including contributions to achieving a net zero carbon Council by 2030**

None as far as this report is concerned.

#### **4.6. Risk Management**

None as far as this report is concerned.

#### **4.7. Equalities Impact**

None as far as this report is concerned.

#### **4.8. Data Protection**

No data protection issues arise directly from this report.



## **5. Summary of Consultation and Outcome**

The draft Work-plan has been prepared in conjunction with Corporate Management Team, report authors and the Chairman of the Scrutiny Commission.

## **6. Alternative Options Considered**

Not applicable.

## **7. Background papers**

None.



**CONFIRMED SCRUTINY WORKPLAN FOR 30 MARCH TO 14 MAY 2023 PLUS SUGGESTIONS FOR SCRUTINY ITEMS FOR MAY 15 2023 ONWARDS**

**Scrutiny Work-Plan – Performance Panel updated for the 2023/24 Year**

**Chair: Councillor Elliott Vice-Chair: Councillor Burrell**

**Panelists: Councilor’s Asher, Birch, Dann, King and Rickman**

<b>Meeting Date: 19 October 2023</b>				
Climate Action Plan update and Carbon Emission Targets	To receive an update on the current action plan and the work on Carbon emissions targets	Environmental and Climate Change	Helen Chadwick Michael Curtis Cllr Woodiwiss	
Portfolio holder update	To deliver an update on key issues within the area of the portfolio	Environmental and Climate Change	Cllr Woodiwiss	
<b>Meeting Date: 7 December 2023</b>				
Lightbulb Update	To receive an update on the performance of Lightbulb service	Wellbeing	Cllr Knight Lightbulb Representative	
Contact Centre Post Implementation Review	To receive an update on the implementation of the contact centre and lessons learnt	Corporate	Cllr Beadle Rachel Felts	
Portfolio holder update	To deliver an update on key issues within the area of the portfolio	Corporate	Cllr Beadle	

**Priorities: 1. Ongoing Requirement 2. Linked to Cabinet Decisions 3. Brought forward 4. Less urgent / other**

Draft Scrutiny Workplan – Sept 2023

**CONFIRMED SCRUTINY WORKPLAN FOR 30 MARCH TO 14 MAY 2023 PLUS SUGGESTIONS FOR SCRUTINY ITEMS FOR MAY 15 2023 ONWARDS**

<b>Meeting Date: 28 February 2024</b>				
Housing Strategy report		Wellbeing	Cllr Knight Rachel Felts	
Key issues/actions relating to the Health and Wellbeing Strategy		Wellbeing	Cllr Knight Rachael Felts Steve Taylor	
To deliver an update on key issues within the area of the portfolio	To deliver an update on key issues within the area of the portfolio	Wellbeing	Cllr Knight	
<b>Meeting Date: 11 April 2024</b>				
Rural Strategy	To receive an update on key issues and actions.	Strategy		
Young Person Strategy	To receive an update on key issues and actions.	Strategy	Councillor Rachel Felts Steve Taylor	
Voluntary and Community Strategy	To receive an update on key issues and actions.	Strategy		
Workforce Strategy	To review the proposed workforce strategy and make comment	Strategy	Cllr Knowles Rebecca Jenner	
Portfolio Holder Update	To deliver an update on key issues within the area of the portfolio		Cllr Knowles	

**Priorities: 1. Ongoing Requirement 2. Linked to Cabinet Decisions 3. Brought forward 4. Less urgent / other**

Draft Scrutiny Workplan – Sept 2023

**CONFIRMED SCRUTINY WORKPLAN FOR 30 MARCH TO 14 MAY 2023 PLUS SUGGESTIONS FOR SCRUTINY ITEMS FOR MAY 15 2023 ONWARDS**

**Scrutiny Work-Plan – Communities Panel updated for the 2023/24 Year**

**Chair: James Vice-Chair:**

**Panelists: Councillor’s Bannister, Johnson, Nunn, Sarfas, Taylor, Whelband**

<b>Meeting Date: 11 October 2023</b>				
Community Safety Partnership Action Plan	To receive an update on the agreed action plan	Environmental and Climate Change	Sarah Pickering Russel Smith Cllr Woodiwiss	
Portfolio holder update	To deliver an update on key issues within the area of the portfolio	Environmental and Climate Change	Cllr Woodiwiss	
<b>Meeting Date: 16 November 2023</b>				
Local Plan Reg 18 Consultation	To review and comment on the proposed Reg 18 consultation for the local plan.	Planning	Tess Nelson David Atkinson Cllr Galton	
Portfolio holder update	To deliver an update on key issues within the area of the portfolio	Planning	Cllr Galton	
<b>Meeting Date: 21 March 2024</b>				
Economic Development Strategy	To review and comment on the proposed strategy	Culture, leisure, economy and tourism	Rebecca Tomlin	

**Priorities: 1. Ongoing Requirement 2. Linked to Cabinet Decisions 3. Brought forward 4. Less urgent / other**

Draft Scrutiny Workplan – Sept 2023

**CONFIRMED SCRUTINY WORKPLAN FOR 30 MARCH TO 14 MAY 2023 PLUS SUGGESTIONS FOR SCRUTINY ITEMS FOR MAY 15 2023 ONWARDS**

<p>Annual reports of the Leicestershire and Rutland Local Safeguarding Adults Board and Safeguarding Children Partnership</p> <p>Portfolio Holder Update</p>	<p>To increase awareness of issues relevant to the District</p> <p>To deliver an update on key issues within the area of the portfolio</p>	<p>Wellbeing, Communities and Housing</p> <p>Culture, leisure, economy &amp; tourism</p>	<p>Cllr Knowles</p> <p>Cllr Knight Julie Clarke</p> <p>Cllr Knowles</p>	
<b>Meeting Date: 9 May 2024</b>				
<p>Draft Empty Property Strategy 2021</p>	<p>The strategy focuses on the council's approach to bringing empty properties back into use. Following suggestions for improvement, the amended version is to be considered.</p>	<p>Planning, Environment and Waste</p>	<p>Ian Bartlett Cllr Galton</p>	

**Scrutiny Work-Plan – Scrutiny Commission Meetings 2023/24 Year**

**Chairman: Councillor Hallam**

**Members: Councillors Bateman, Burrell, Dann, Elliott, Forman, Gair, James, Page, Rickman**

**Priorities: 1. Ongoing Requirement 2. Linked to Cabinet Decisions 3. Brought forward 4. Less urgent / other**

Draft Scrutiny Workplan – Sept 2023

**CONFIRMED SCRUTINY WORKPLAN FOR 30 MARCH TO 14 MAY 2023 PLUS SUGGESTIONS FOR SCRUTINY ITEMS FOR MAY 15 2023 ONWARDS**

<b>Meeting Date 5 February 2024</b>				
Future of Scrutiny – Task and Finish group update	To review the work done to date by the task and finish group	Corporate	Chair of Scrutiny Commission	
Update of workplan			Democratic Services	
<b>Meeting Date: 7 March 2024</b>				
Future of Scrutiny – Task and Finish group update	To review the work done to date by the Task and Finish group and decide on a revised scrutiny format	Corporate	Chair of Scrutiny Commission	
Review of future workplan	To agree a future workplan		Democratic services	

**Priorities: 1. Ongoing Requirement 2. Linked to Cabinet Decisions 3. Brought forward 4. Less urgent / other**

Draft Scrutiny Workplan – Sept 2023







## HARBOROUGH DISTRICT COUNCIL FORWARD PLAN

**FOR THE PERIOD: 22 January 2024 onwards**

### **What is the Plan?**

It is a list of the Key Decisions to be taken by the Cabinet during the period referred to above. The Council has a statutory duty to prepare this document, in accordance with the Local Government Act 2000 (as amended). The Plan is published 28 clear days before a meeting of Cabinet is to be held. The Plan is available to view at the Council's offices in Market Harborough and on the Council's website, [www.harborough.gov.uk](http://www.harborough.gov.uk). The Council also publishes details of decisions to be taken at other meetings, though there is no statutory requirement to do this.

### **What is a Key Decision?**

Definition of a Key Decision is as detailed in Part 2 Article 13.04 of the Council's Constitution:

- a) A "key decision" means a Cabinet decision which is likely:
  - i) to result in the local authority incurring expenditure which is, or the making of savings which are, more than £50,000 of the annual revenue budget for the service or function to which the decision relates or of the capital allocation to the scheme concerned; or

- ii) to be significant in terms of its effects on communities living or working in an area comprising two or more Wards in the area of the local authority; and
- iii) in determining the meaning of "significant" for the purposes of (ii) above, regard shall be had to any guidance for the time being issued by the Secretary of State.

**Who makes Key Decisions?**

Under the Council’s Constitution, Key Decisions are made by:

- Cabinet
- The Leader or Deputy Leader (in matters of urgency only)
- Individual officers acting under delegated powers.

**Are only Key Decisions published on the Plan?**

The Council has a statutory obligation to publish Key Decisions in the Plan.

**What does the List tell me?**

The List gives information about:

- Upcoming Key Decisions
- Whether the decision will be made in public or private
- When decisions are likely to be made
- Who will make these decisions
- Who you can contact for further information

**Who are the Members of the Cabinet?**

The members of the Cabinet and their areas of responsibility are:

• Cllr Phil Knowles	(Leader of the Cabinet)	Strategy Culture, Leisure, Economy and Tourism	<a href="mailto:p.knowles@harborough.gov.uk">p.knowles@harborough.gov.uk</a>
• Cllr Mark Graves		Finance	<a href="mailto:m.graves@harborough.gov.uk">m.graves@harborough.gov.uk</a>
• Cllr Darren Woodiwiss		Environmental & Climate Change	<a href="mailto:d.woodiwiss@harborough.gov.uk">d.woodiwiss@harborough.gov.uk</a>

• Cllr Paul Beadle		Corporate	<a href="mailto:p.beadle@harborough.gov.uk">p.beadle@harborough.gov.uk</a>
• Cllr Simon Galton		Planning	<a href="mailto:s.galton@harborough.gov.uk">s.galton@harborough.gov.uk</a>
• Cllr Jim Knight		Wellbeing	<a href="mailto:j.knight@harborough.gov.uk">j.knight@harborough.gov.uk</a>

**What is the role of Overview and Scrutiny?**

The Council's Scrutiny Commission's role is to contribute to the development of Council policies, scrutinise decisions of the Cabinet and hold them to account. Dates of these meetings can be found on the Council's website.

**Who do I contact, and how?**

Each entry on the Plan indicates the names of the people to contact about that item. They can be contacted via the switchboard on 01858 828282.

**Request to view Background Papers**

Should you wish to request copies or extracts of any documents listed under the column entitled 'Background Papers', for items which are considered to be Key Decisions, please contact Democratic Services at Harborough District Council, The Symington Building, Adam & Eve Street, Market Harborough, Leicestershire LE16 7AG. Please note that copies or extracts of documents which contain information of a confidential or exempt nature cannot be disclosed to the public.

**Submission of Additional Documents**

Additional documents which are deemed relevant to a particular Key Decision item may be submitted to the Cabinet for consideration. Copies of such documents may also be requested under the same process for requesting to view Background Papers.

**Confidential and Exempt Information**

This list may also include items to be considered which contain confidential or exempt information but will not disclose any detail of a confidential or exempt nature. Such items will be identified with 'Exempt' in the appropriate column.

Report Title / Subject / Ref.	Meeting Date	Meeting	Source Work Plan	Decision Maker/Key Decision	Consultation Process/ Exempt	Contact Officer & Portfolio Holder(s)
<b>FEBRUARY 2024</b>						
Final Budget	12/02/2024	Cabinet		Key Decision		Clive Mason Cllr Graves
Procurement of Infrastructure Delivery Plan to support the Harborough Local Plan 2020- 2041	12/02/2024	Cabinet		Key Decision		Tess Nelson David Atkinson Cllr Galton
Supply & Installation of a Solar PV System for Harborough Innovation Centre (exempt report)	12/02/2024	Cabinet		Key Decision		Tim Bradbury Clive Mason Cllr Graves
Final Budget	26/02/2024	Council		Key Decision		Clive Mason Cllr Graves
<b>MARCH 2024</b>						
Community Safety Action Plan	25/03/2024	Cabinet		Key Decision		Russell Smith Cllr Knowles
Housing Strategy				Key Decision		Steve Nash Rachael Felts Cllr Knight
The extension of the delegation of the Disabled				Key Decision		Elaine Bird Cllr Knight

<b>Report Title / Subject / Ref.</b>	<b>Meeting Date</b>	<b>Meeting</b>	<b>Source Work Plan</b>	<b>Decision Maker/Key Decision</b>	<b>Consultation Process/ Exempt</b>	<b>Contact Officer &amp; Portfolio Holder(s)</b>
Facilities Grants and other private sector renewal assistance to the Lightbulb programme						
APRIL 2024						
MAY 2024						
JUNE 2024						

# Harborough District Council Commissioning Aid – for Scrutiny Workplans

Yes

No

Does the issue have potential impact for one or more section(s) of the population? e.g. more than one ward, old, young etc.

Is the issue strategic and significant? e.g. is it a Council corporate, central government priority etc.

Will the Scrutiny activity potentially add value to the Council and/or its partners overall performance?

Is it likely to lead to improved outcomes?

Is it an issue of concern to partners and stakeholders

Is it an issue of community concern? (e.g. has there been media interest, queries from members of the public

**CONDITION**  
Will Scrutiny involvement duplicate other work?

**CONDITION**  
Are there adequate resources to do the activity well? e.g. time and availability of Members, staff time

**CONDITION**  
Is the Scrutiny activity timely?

PUT INTO WORKPLANS

LOWER PRIORITY  
– Keep in view

LEAVE OUT



