



Leicester  
City Council

**MEETING OF THE NEIGHBOURHOOD SERVICES AND COMMUNITY  
INVOLVEMENT SCRUTINY COMMISSION**

**DATE: WEDNESDAY, 6 JULY 2016**

**TIME: 5:30 pm**

**PLACE: Meeting Room G.02, Ground Floor, City Hall, 115 Charles  
Street, Leicester, LE1 1FZ**

**Members of the Commission**

Councillor Cutkelvin (Chair)

Councillor Gugnani (Vice-Chair)

Councillors Aldred, Dr Chowdhury, Fonseca, Halford and Hunter  
(1 unallocated non-grouped place)

Members of the Commission are invited to attend the above meeting to  
consider the items of business listed overleaf.

*Elaine Baker*

For Monitoring Officer

**Officer contacts:**

**Alex Sargeson (Scrutiny Policy Officer)**

**Elaine Baker (Democratic Support Officer),**

*Tel: 0116 454 6355, e-mail: [elaine.baker@leicester.gov.uk](mailto:elaine.baker@leicester.gov.uk)*

*Leicester City Council, City Hall, 115 Charles Street, Leicester, LE1 1FZ*

## Information for members of the public

### Attending meetings and access to information

You have the right to attend formal meetings such as full Council, committee meetings, City Mayor & Executive Public Briefing and Scrutiny Commissions and see copies of agendas and minutes. On occasion however, meetings may, for reasons set out in law, need to consider some items in private.

Dates of meetings and copies of public agendas and minutes are available on the Council's website at [www.cabinet.leicester.gov.uk](http://www.cabinet.leicester.gov.uk), from the Council's Customer Service Centre or by contacting us using the details below.

### Making meetings accessible to all

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Induction loops - There are induction loop facilities in City Hall meeting rooms. Please speak to the Democratic Support Officer using the details below.

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If you intend to film or make an audio recording of a meeting you are asked to notify the relevant Democratic Support Officer in advance of the meeting to ensure that participants can be notified in advance and consideration given to practicalities such as allocating appropriate space in the public gallery etc..

The aim of the Regulations and of the Council's policy is to encourage public interest and engagement so in recording or reporting on proceedings members of the public are asked:

- ✓ to respect the right of others to view and hear debates without interruption;
- ✓ to ensure that the sound on any device is fully muted and intrusive lighting avoided;
- ✓ where filming, to only focus on those people actively participating in the meeting;
- ✓ where filming, to (via the Chair of the meeting) ensure that those present are aware that they may be filmed and respect any requests to not be filmed.

### Further information

If you have any queries about any of the above or the business to be discussed, please contact:

**Elaine Baker, Democratic Support Officer on 0116 454 6355.**

Alternatively, email [elaine.baker@leicester.gov.uk](mailto:elaine.baker@leicester.gov.uk), or call in at City Hall.

For Press Enquiries - please phone the **Communications Unit on 0116 454 4151.**

## **FIRE / EMERGENCY EVACUATION**

If the emergency alarm sounds, you must evacuate the building immediately by the nearest available fire exit and proceed to the area outside the Ramada Encore Hotel on Charles Street as directed by Democratic Services staff. Further instructions will then be given.

## **PUBLIC SESSION**

### **AGENDA**

**1. APOLOGIES FOR ABSENCE**

**2. DECLARATIONS OF INTEREST**

Members are asked to declare any interests they may have in the business to be discussed.

**3. MINUTES OF THE PREVIOUS MEETING**

**Appendix A**

The Minutes of the meeting of the Neighbourhood Services and Community Involvement Scrutiny Commission held on 12 May 2016 are attached and Members are asked to confirm them as a correct record.

**4. PROGRESS ON ACTIONS AGREED AT THE LAST MEETING**

To note progress on actions agreed at the previous meeting and not reported elsewhere on the agenda (if any).

**5. TERMS OF REFERENCE**

**Appendix B**

Members are asked to note the Terms of Reference for the Neighbourhood Services and Community Involvement Scrutiny Commission, (attached).

**6. MEMBERSHIP OF THE COMMISSION 2016/17**

Members are asked to note the membership of the Commission for 2016/17:-

Councillor Cutkelvin (Chair)  
Councillor Gugnani (Vice-Chair)  
Councillor Aldred  
Councillor Chowdhury  
Councillor Fonseca  
Councillor Halford  
Councillor Hunter

## **7. DATES OF COMMISSION MEETINGS 2016/17**

Members are asked to note the meeting dates of the Commission for the 2016/17 municipal year:-

Wednesday 6 July 2016  
Wednesday 24 August 2016  
Wednesday 5 October 2016  
Wednesday 30 November 2016  
Wednesday 25 January 2017  
Wednesday 22 March 2017

## **8. PETITIONS**

The Monitoring Officer to report on the receipt of any petitions submitted in accordance with the Council's procedures.

## **9. QUESTIONS, REPRESENTATIONS AND STATEMENTS OF CASE**

The Monitoring Officer to report on the receipt of any questions, representations and statements of case submitted in accordance with the Council's procedures.

## **10. PORTFOLIO OVERVIEW REPORT [Appendix C](#)**

The Director of Neighbourhood and Environmental Services, Director of Finance and Director of Delivery, Communications and Political Governance submit a report providing an overview of the key areas and services related to the Neighbourhood Services and Community Involvement Scrutiny Commission. The Commission is recommended to note the report and use the information to help inform its work for the coming municipal year.

## **11. USING BUILDINGS BETTER (UBB) OVERVIEW [Appendix D](#)**

The Director of Delivery, Communications and Political Governance submits a report providing an overview of the Using Buildings Better (UBB) programme. The Commission is recommended to note the report and comment as appropriate.

## **12. RESPONSE TO THE LEICESTER ADVICE SECTOR: A [Appendix E](#) REPORT OUTLINING THE RISK AND DEMANDS IN THE CITY**

The Director of Finance submits a report providing a response to the risks and issues highlighted in an independently prepared report by the Social Welfare Advice Partnership (SWAP). The Commission is recommended to note the report and comment as appropriate.

**13. THE CITY'S EMERGENCY FOOD BANK BRIEFING REPORT** **Appendix F**

The Director of Finance submits a report providing an overview and brief history of the Council-funded Food Bank provision and forthcoming developments for the Emergency Food provision in the City. The Commission is recommended to note and comment on the impacts and trends highlighted in the report and on findings and the updated food action plan as appropriate.

**14. WORK PROGRAMME 2016/17** **Appendix G**

The current work programme for the Commission is attached. Members are asked to consider this and make comments and/or amendments as it considers necessary.

**15. ANY URGENT BUSINESS**