



Leicester  
City Council

## **MEETING OF THE OVERVIEW SELECT COMMITTEE**

**DATE:** THURSDAY, 19 SEPTEMBER 2019  
**TIME:** 5:30 pm  
**PLACE:** Meeting Room G.01, Ground Floor, City Hall,  
115 Charles Street, Leicester, LE1 1FZ

### **Members of the Committee**

Councillor Cassidy (Chair)  
Councillor Joel (Vice-Chair)

Councillors Dawood, Halford, Joshi, Khote, Kitterick, Porter, Waddington and Westley

### **Youth Council Representatives**

To be advised

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

*Elaine Baker*

For Monitoring Officer

#### **Officer contacts:**

***Kalvaran Sandhu (Scrutiny Policy Officer)***  
***Elaine Baker (Democratic Support Officer),***

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

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### 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.

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# **PUBLIC SESSION**

## **AGENDA**

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#### **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. CHAIR'S ANNOUNCEMENTS**

#### **4. MINUTES OF THE PREVIOUS MEETING**

**Appendix A**

The minutes of the meeting of the Overview Select Committee held on 20 June 2019 are attached and Members are asked to confirm them as a correct record.

#### **5. PROGRESS ON ACTIONS AGREED AT THE LAST MEETING**

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

The Monitoring Officer to report on any questions, representations or statements of case received.

#### **7. PETITIONS**

The Monitoring Officer to report on any petitions received.

**8. TRACKING OF PETITIONS - MONITORING REPORT** [Appendix B](#)

The Monitoring Officer submits a report that updates Members on the monitoring of outstanding petitions. The Committee is asked to note the current outstanding petitions and agree to remove those petitions marked 'Petitions Process Complete' from the report.

**19 September 2019:**

**Amendments to the appendix to the report are now attached, which show the latest position for petitions on the monitoring report.**

**9. QUESTIONS FOR THE CITY MAYOR**

The City Mayor will answer questions raised by members of the Overview Select Committee on issues not covered elsewhere on the agenda.

**10. REVENUE BUDGET MONITORING - PERIOD 3, 2019/20** [Appendix C](#)

The Director of Finance submits a report giving an early indication of expected performance against the revenue budget for the year. The Committee is recommended to consider the overall position presented within this report and make any observations it sees fit.

**11. CAPITAL BUDGET MONITORING - PERIOD 3, 2019/20** [Appendix D](#)

The Director of Finance submits a report showing the position of the capital programme for 2019/20 as at the end of Period 3. The Committee is recommended to consider the overall position presented within this report and make any observations it sees fit.

**12. EQUALITY ACTION PLAN 2018/19 PROGRESS UPDATE AND DRAFT EQUALITY ACTION PLAN 2019/20** [Appendix E](#)

The Director of Delivery, Communications and Political Governance submits a report providing an update on progress against actions identified in the Equality Action Plan 2018/19 and an overview of the draft refreshed action plan for 2019/20. The Committee is recommended to note and make comment on the progress made against the previous year's action plan and the draft action plan for 2019/20.

**13. SCRUTINY COMMISSIONS' WORK PROGRAMMES** [Appendix F](#)

To receive and endorse the following Scoping Document:

The Viability of a Community Lottery (Neighbourhood Services Scrutiny Commission)

**14. OVERVIEW SELECT COMMITTEE WORK  
PROGRAMME**

**Appendix G**

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

**15. ANY OTHER URGENT BUSINESS**





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# Appendix A

## Minutes of the Meeting of the OVERVIEW SELECT COMMITTEE

Held: THURSDAY, 20 JUNE 2019 at 5:30 pm

### P R E S E N T :

Councillor Cassidy (Chair)  
Councillor Joel (Vice Chair)

Councillor Dawood  
Councillor Joshi  
Councillor Khote

Councillor Kitterick  
Councillor Porter  
Councillor Waddington

Councillor Westley

### Also present:

Sir Peter Soulsby  
Councillor Myers

City Mayor  
Assistant City Mayor, Policy, Delivery  
and Communications.

\* \* \* \* \*

### **1. APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor Halford.

### **2. DECLARATIONS OF INTEREST**

Councillor Westley declared in relation to agenda item 11, Tracking of Petitions Monitoring Report, that he had signed petition reference 10/06/2019 (Petition for action regarding the ongoing problem with the parking of non-residential vehicles predominantly during the schools' hours and safety issues).

Councillor Joshi declared an Other Disclosable Interest in that his wife worked for the Reablement Service in Leicester City Council.

In accordance with the Council's Code of Conduct, these interests were not considered so significant that they were likely to prejudice the Councillors' judgement of the public interest. Councillors Joshi and Westley were not therefore required to withdraw from the meeting during consideration and discussion of the agenda items.

### **3. CHAIR'S ANNOUNCEMENTS**

The Chair explained that his aim was that the Overview Select Committee would prove to be of real value to the Council and that the Committee's scrutiny work would help towards the development of good policies.

### **4. MINUTES OF THE PREVIOUS MEETING**

AGREED:

that the minutes of the meeting of the Overview Select Committee held 4 April 2019 be confirmed as a correct record.

### **5. PROGRESS ON ACTIONS AGREED AT THE LAST MEETING**

The Chair reported that there were no outstanding actions from the previous meeting.

### **6. TERMS OF REFERENCE FOR SCRUTINY COMMITTEES**

Members were referred to the Terms of Reference for Scrutiny Committees and asked to note that the Neighbourhood Services and Community Involvement Scrutiny Commission had changed its name to the Neighbourhood Services Scrutiny Commission.

The City Mayor commented that there had been an intention to align the Scrutiny Commissions with the Executive portfolios. He added that the Commissions may wish to retain the current arrangements or at the end of the municipal year, re-align them more appropriately with the responsibilities of the Executive Members.

AGREED:

- 1) that the Terms of Reference for Scrutiny Committees be noted;  
and
- 2) that at the end of the year, Members give consideration as to retaining the current scrutiny arrangements or to more appropriately align the Scrutiny Commissions with the responsibilities of the Executive Members.

### **7. MEMBERSHIP OF THE OVERVIEW SELECT COMMITTEE 2019/20**

AGREED:

that the membership of the Overview Select Committee for 2019/ 20 as detailed in the agenda be noted.

### **8. DATES OF MEETINGS OF THE OVERVIEW SELECT COMMITTEE 2019/ 20**

AGREED:

that the dates of meetings for the Overview Select Committee for 2019 / 20, as detailed in the agenda be noted.



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

The Monitoring Officer reported that there were no questions, representations or statements of case.

**10. PETITIONS**

The Monitoring Officer reported that there were no petitions.

**11. TRACKING OF PETITIONS - MONITORING REPORT**

Members considered the Tracking of Petitions Monitoring Report and noted an update, which was circulated prior to the meeting. Members agreed that the petitions marked as complete should be removed from the Monitoring Report.

AGREED:

that the petitions marked 'petitions complete', namely 05/11/2018, 14/06/2017, 28/09/2018, 13/02/2019 and 11/01/2019 be removed from the Monitoring Report.

Action	By
That petitions marked 'petitions complete', namely 05/11/2018, 14/06/2017, 28/09/2018, 13/02/2019 and 11/01/2019 be removed from the Monitoring Report.	Democratic Support Officer

**12. IMPLEMENTING THE CITY MAYOR'S MANIFESTO**

The Committee received an update on the implementation of the City Mayor's Manifesto and a copy of the presentation is attached to the back of these minutes. The City Mayor introduced the presentation and stated that the manifesto was ambitious and challenging and there was a need to establish how it would be delivered and scrutinised.

Councillor Myers, Assistant City Mayor for Policy Delivery and Communications then delivered the presentation and explained that there were 97 identified commitments within the manifesto. Each of the 97 commitments had been allocated to an Executive Lead and a Division and the majority of those had now been allocated to a Scrutiny Commission. There were some issues still to clarify but once all the commitments had been confirmed, a list would be distributed to all Members. Each Scrutiny Commission would have their relevant items on their work programme and there would be two sessions at the Overview Select Committee where the overall achievement of manifesto objectives would be considered.

During the ensuing discussion, comments and queries were raised which

included the following:

A Member raised a concern that the manifesto only included issues that everyone was agreed upon, such as protecting libraries and ending period poverty. Also, that there would be a lack of critical scrutiny as it was a Labour party manifesto, which would be scrutinised by Labour politicians. It was noted that a period of four years until the next election, was being allowed to deliver all the manifesto commitment. It was questioned as to whether four years was needed to deliver these commitments.

In response, comments were made that while some of the commitments seemed easy to deliver, they were not straightforward. If they were, they would have already been implemented. Further comments were made that the Committee would also be scrutinising officers, as they as well as the Executive would be delivering the manifesto. A Member emphasised that delivery of the manifesto would entail a significant amount of work and therefore it was expected that it would take about 4 years to implement.

The Chair extended an invitation to Councillor Porter who had expressed concerns about the manifesto and effective scrutiny, to meet with him outside the meeting to address those concerns. The Chair assured Councillor Porter that his role in scrutiny was important, particularly as he was the only opposition Member.

Overall, Members welcomed the presentation and the opportunity to scrutinise the implementation of the manifesto. It was agreed that Members would look at the issues that pertained to their own Scrutiny Commissions.

AGREED:

that the presentation on the City Mayor's Manifesto be welcomed and it be agreed that the individual Scrutiny Commissions would look at the issues that pertained to their own work programmes.

### **13. QUESTIONS FOR THE CITY MAYOR**

The following questions were raised for the City Mayor

#### **Grass Cutting**

Councillor Porter asked if the Council had a schedule of work for grass cutting. He had received complaints regarding overgrown grass and weeds on pavements.

The City Mayor responded that the Council had reduced some of their environmental regimes. This had been necessary because of the need to make budgetary savings. The new schedule had made economies but importantly at the same time, it had protected and preserved the local ecology which had benefitted as a result. The City Mayor stated that details of how grass cutting and weeding etc was scheduled would be sent to all Committee members.

Action	By
For the schedule of work relating to grass cutting and the removal of weeds from pavements, be sent to Committee Members.	The Director of Neighbourhood and Environmental Services.

**Shops near the Market Place that are due to be demolished**

Councillor Porter said that he had read in the newspaper that there were five shops in the Market Place that were due to be demolished. He said that Leicester was promoted to be one of the most entrepreneurial cities in the Country and questioned whether the shops could be offered on a short term lease for start- up businesses instead, perhaps on a 18 months trial basis.

The City Mayor responded that the Council had acquired the shops and it had been suggested that they were demolished in order to provide a link through to St Martin’s. There were no firm proposals so far, but if there were, they would be brought to Scrutiny for full consideration. The City Mayor added that while there were no firm proposals, he favoured the suggestion to make the link through to St Martin’s.

**Leicester as a Welcoming City**

Councillor Dawood referred to Windrush and incidences where Government legislation resulted in people having to leave the Country even though they had been born in the UK. He questioned whether more could be done in Leicester to show that it was a welcoming City and whether the City Mayor would support an event with the aim of promoting Leicester as a place of welcome.

The City Mayor responded that Leicester was a place where people were welcomed, and they wanted to make it clear that people were valued. He said that he would be happy to talk to Councillor Dawood about this and welcomed suggestions as to how this idea could be progressed.

**Social and affordable Homes**

Councillor Westley made reference to 1500 new homes that were to be built in Leicester and asked about the inclusion of social or affordable housing.

The City Mayor responded that there was a statutory definition of what constituted an affordable home. The Council had a commitment to make 1500 more homes available and the Council’s own Housing Company would be important in delivering this. The City Mayor added that he thought the Housing Scrutiny would want to look at this further and consider whether the need of people in desperate circumstances was being met.

In response to a further question, the City Mayor said that work was being undertaken to bring empty homes back into use and those empty homes were not included in the 1500 new homes.

## **E.U. Nationals and Elections**

Councillor Joshi expressed concerns that on the election day, there were many E.U. Nationals who wanted to vote but were turned away. He said that there was a need for the Council to be more pro-active in helping people understand the process.

Councillor Myers, the Assistant City Mayor for Policy, Delivery and Communications suggested that the most effective means to communicate about the election process was through Council Tax letters as these went to every household. It was agreed that this should be given further consideration.

Action	By
For consideration to be given to ways of ensuring E.U. residents understand how to vote and the possibility of using the Council Tax letter which goes to every household.	The Head of Revenue and Benefits.

## **14. REVENUE BUDGET MONITORING 2018-19 OUTTURN**

The Director of Finance submitted a report which set out the Council's financial performance against its revenue budget for the financial year 2018 /19. Members considered the report and raised a number of comments and questions which included the following:

- It was noted that there was an underspend in Adult Social Care despite there being an increasing demand for the service. The Director of Finance explained that the Council had invested properly in the service. They tried to forecast demand and a considerable amount of modelling took place. The Strategic Director of Social Care and Education had looked at the modelling and had managed to deliver the savings earlier than anticipated. A concern was raised that a letter had been sent out in March 2018 from the Council in relation to the Adult Social Care Precept, stating that £125m was required for Adult Social Care but the report stated that £104m had been spent. The Director confirmed that by law, all the money raised through the precept had been used for Adult Social Care and she had signed a letter to confirm that. The City Mayor requested that an explanation of Adult Social Care Revenue Spends to be sent to all Members of the Overview Select Committee.
- In relation to Education and Children's Services, a Member commented that the number of children taken into care in Leicester was higher than average and he questioned the reason for this. The City Mayor responded that Leicester was an urban area with issues of deprivation and density problems, which other areas did not experience.
- It was noted that there had been a considerable reduction in the number of

children who needed child protection plans and the reason for this was questioned. The City Mayor commented that the service had dramatically turned the situation around and he suggested that this was something that the Children, Young People and Schools Scrutiny Commission might want to consider. It was agreed that information on the number of Children in Care and the reduction of child protection plans be circulated to Members of the Committee.

- It was noted that there was an underspend of £246k in public health, which the report stated was partly due to a decline in the take up of sexual health services; an issue that was mirrored nationally. A Member pointed out that reports in the national media indicated that the numbers of Sexually Transmitted Diseases were increasing, and he asked whether it was known why there appeared to be a decline in take up of the services in Leicester. The City Mayor responded that the new centre in the Haymarket had resulted in financial savings but the reason for this decline was unknown. The City Mayor asked for an explanation to be sent to Members.
- In relation to Crisis Support Grants, a concern was raised that there had been insufficient funds available to help people as they were discharged from the Bradgate Unit. The Director of Finance responded that there was a clear policy in place and it would be illegal for the Council not to support an individual who was eligible for assistance, whether or not the funding was available.
- A concern was raised about the number of schools carrying a negative balance in their budget. The Director of Finance responded that the Council would support any schools facing a negative budget. However, this was becoming an increasing problem and issues around negative budgets were difficult to resolve.

**AGREED**

that the overall position presented within the report be noted and actions taken as detailed below:

Action	By
For a clear explanation of Adult Social Care Revenue spends to be sent to Members of the Committee	Chief Accountant
For information on the number of Children in Care and the reduction of child protection plans be circulated to Members of the Committee.	Strategic Director Social Care and Education
For an explanation regarding the decline in take up of sexual health services in Leicester to be sent to Members of the Committee.	Director of Public Health

## 15. CAPITAL BUDGET MONITORING OUTTURN 2018/19

The Director of Finance submitted a report which showed the position of the capital programme at the end of 2018/19. Members considered the report and raised a number of comments and queries, which included the following:

- In respect of the Jewry Wall Museum, a Member sought assurance that the scheme would proceed and queried how much additional funding was needed as it was noted that an appropriate source of funding was being sought. The City Mayor responded that the works to that listed building were substantial and he would ask officers for a realistic time frame. It was noted that the project had a 'RAG' rating of 'Green' when it should be 'Amber' to indicate that successful delivery was probable by November 2020 rather than likely. It was too early to know how much money was needed.
- A Member questioned when they would see the outcome of the Waterside feasibility study. It was agreed that this would be sent to Committee Members when it was available. The City Mayor asked for the relevant ward councillors to be kept up to date.
- The Chair of the Economic Development, Transport and Tourism Scrutiny Commission asked for the Economic Action Plan to be brought to that Commission.
- A Member commented that sprinklers had now been installed in some tower blocks and questioned whether there were plans to roll them out into the other tower blocks in the city. The City Mayor confirmed that sprinkler installation was being rolled out into the other tower blocks.
- It was noted that according to the report, the Putney Road scheme was not expected to start in the summer of 2020 due to the 'complexity of the project'. A Member questioned the nature of those 'complexities' and as that information was not to hand, it was agreed that a response should be sent to Members of the Committee.

### AGREED:

that the overall position presented within the report be noted and actions agreed as follows:

Action	By
For a realistic time frame for completion of the Jewry Wall Museum Improvement project to be sent to Members of the Committee, and for the project 'RAG' rating to be changed to 'Amber' from 'Green'.	Chief Accountant
For the Waterside feasibility study to	Director of Capital Projects.

<p>be shared with Members of the Committee, and the relevant Ward Councillors, when it is available.</p>	
<p>For details of the 'complexities' regarding the Putney Road scheme to be sent to Committee Members.</p>	<p>Director of Planning, Development and Transport.</p>

## 16. INCOME COLLECTION APRIL 2018 - MARCH 2019

The Director of Finance submitted a report that detailed progress made in collecting debts raised by the Council during 2018/19, together with debts outstanding and brought forward from the previous year. The report also set out details of debts written off under delegated authority, where it had not been possible to collect after reasonable effort and expense. Members considered the report and a number of comments and queries were raised which included the following:

- A Member expressed a concern regarding the level of uncollected debt or debt written off in respect of parking fines. The Director responded that the changes relating to the vehicle tax display had impacted nationally in respect of unregistered vehicles and false addresses, and some debts were extremely difficult to collect. The Council kept a list of repeated offenders and also offenders in certain areas where officers were working pro-actively.
- A Member asked whether officers challenged claims of insolvency where debts were owing to the Council. The Director of Finance confirmed that they did challenge claims of insolvency and deliberate tax avoidance.
- A Member questioned how the Council dealt with cases of rent arrears arising from Universal Credit. It was acknowledged that some tenants were under severe financial pressures because of the new benefit system. The Director of Finance explained that Housing Officers had been stationed in every Job Centre Plus (at the expense of the Council), to help manage the process. Officers had also identified the most vulnerable households and had worked with them to help manage the impact.
- Councillor Porter referred to bus lane enforcement fines and asked how much revenue from those fines had been paid to Nottingham County Council. The Director of Finance responded that she would arrange for that information to be sent to Councillor Porter.
- The Chair requested information on the number of people who were evicted for non-payment of rents. The Director of Finance confirmed that this information would be forwarded onto him.

AGREED:

that the overall position presented within the report be noted and

actions agreed as follows:

Action	By
For information on the revenue from bus lane enforcement that was paid to Nottingham County Council be forwarded to Councillor Porter	The Chief Accountant
For information on the number of evictions due to non-payment of rents, to be sent to the Chair	The Director of Housing

#### **17. REVIEW OF TREASURY MANAGEMENT ACTIVITIES 2018/19**

The Director of Finance submitted a report that reviewed how the Council conducted its borrowing and investments during 2018/19. Members considered the report and in response to a question, the Director of Finance explained that there was a mix of investments. Most of the investments were in the money market funds and were very safe, as it was important that the security of investments took priority over the rate of interest.

AGREED:

that the report be noted.

#### **18. STATUTORY GUIDANCE ON OVERVIEW AND SCRUTINY IN LOCAL AND COMBINED AUTHORITIES**

The Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities May 2019, from the Ministry of Housing, Communities and Local Government was circulated to Members for their consideration and comments.

Members welcomed the guidance and generally found it to be helpful. The Chair asked for suggestions as to how members of the public could be encouraged to engage more in the scrutiny process. The City Mayor added that he and his colleagues on the Executive would welcome an opportunity to consider how scrutiny could be improved. It was acknowledged that some people might find it intimidating to come to meetings and they might prefer to submit evidence instead.

A Member commented that she thought that there would be better contributions from members where agendas were smaller.

A Member suggested that the Council website should be made more user friendly; so for example any information on spending in excess of £500 would be very easy to find.

Officers were asked to provide a report on any implications arising from the Statutory Guidance.



AGREED:

that the Statutory Guidance be welcomed and for a report on the implications arising from the guidance to be brought back to the Committee.

Action	By
For a report on the implications of the Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities to be brought back to the Overview Select Committee	Director of Delivery, Communications and Political Governance and the Scrutiny Support Manager.

## 19. SCRUTINY WORK PLAN 2019-2020

Members considered the Scrutiny Work Plan 2019-2020 and noted that this would change, to incorporate for example, issues relating to the City Mayor's manifesto.

AGREED:

that the Scrutiny Work Plan 2019-2020 be noted.

## 20. OVERVIEW SELECT COMMITTEE WORK PROGRAMME

AGREED:

that the Overview Select Committee Work Programme be noted.

## 21. PLAN OF KEY DECISIONS

Members considered the Plan of Key Decisions and it was noted that the headings referred to the previous manifesto rather than the current version. It was agreed to look at the possibility of updating the plan with the new priorities.

The Chair commented that the inclusion of the Plan of Key Decisions on the agenda provided an opportunity for Members to be pro-active and discuss issues prior to any decision being made. The Chair added that he would like an item on the Smart City Strategy to be brought to the Committee.

AGREED:

that the Plan of Key Decisions be noted, and actions taken as detailed below:

Action	By
For the Plan of Key Decisions be updated with the new priorities	The Democratic and Civic Support Manager
For the Smart City Strategy to be included on the Overview Select Committee Work Programme.	The Scrutiny Support Officer

**22. CLOSE OF MEETING**

The meeting closed at 7.45 pm.

## Manifesto Delivery

Overview & Scrutiny Committee, 20<sup>th</sup> July, 2019

## Manifesto

- The Mayor and Council were mandated by the 2019 local elections to deliver on a radical and challenging manifesto
- The manifesto contained 97 identified commitments, some
  - are ongoing commitments of pre-existing work – i.e., protect libraries
  - are clear, single actions – i.e., period poverty
  - are new ongoing, commitments – i.e., 1500 new council, social or extra care homes
  - require collaborative working between Exec and Scrutiny – i.e., anti-poverty review, future provision of social care
- The Mayor, his Executive and the Council's Scrutiny Ctte's need to establish a means of both supporting and scrutinising the delivery of these commitments

## Immediate Process

- Each of the 97 commitments have been allocated Exec leads to deliver and Scrutiny Cttes to monitor and support delivery
- Exec leads will meet with corresponding Scrutiny Chairs to determine
  - Targets against which delivery can be achieved
  - A suitable rolling, programme of scrutiny and review for each Ctte that both supports and challenges delivery
- The product of these discussions to be agreed by each Scrutiny Ctte

## Ongoing Process

- Each scrutiny Ctte will to a work programme where delivery is suitably supported and scrutinised and this feeds into...
- Two OSC sessions a year attended by the City Mayor and relevant Exec leads which will consider overall achievement of manifesto objectives
- As well as progress against those commitments of a cross cutting nature - such as equalities, the climate emergency and our anti-poverty strategy





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**WARDS AFFECTED**  
**All Wards - Corporate Issue**

**FORWARD TIMETABLE OF CONSULTATION AND MEETINGS:**  
**Overview Select Committee**

**19 September 2019**

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## **Tracking of Petitions - Monitoring Report**

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### **Report of the Monitoring Officer**

#### **1. Purpose of Report**

To provide Members with an update on the current status of responses to petitions against the Council's target of providing a formal response within 3 months of being referred to the Divisional Director.

#### **2. Recommendations**

The Committee is asked to note the current status of outstanding petitions and to agree to remove those petitions marked 'Petition Process Complete' from the report.

#### **3. Report**

The Committee is responsible for monitoring the progress and outcomes of petitions received within the Council. An Exception Report, showing those petitions currently outstanding or for consideration at the current Overview Select Committee meeting is attached at Appendix B1.

The Exception Report contains comments on the current progress on each of the petitions. The following colour scheme approved by the Committee is used to highlight progress and the report has now been re-arranged to list the petitions in their colour groups for ease of reference:

- **Red** – denotes those petitions for which a pro-forma has not been completed within three months of being referred to the Divisional Director.
- **Petition Process Complete** - denotes petitions for which a response pro-forma has sent to the relevant Scrutiny Commission Chair for comment, subsequently endorsed by the Lead Executive Member and the Lead Petitioner and Ward Members informed of the response to the petition.

- **Green** – denotes petitions for which officers have proposed a recommendation in response to a petition, and a response pro-forma has been sent to the relevant Scrutiny Commission Chair for comment, before being endorsed by the Lead Executive Member.
- **Amber** – denotes petitions which are progressing within the prescribed timescales or have provided clear reasoning for why the three-month deadline for completing the response pro-forma has elapsed.

In addition, all Divisional Directors have been asked to ensure that details of **all** petitions received direct into the Council (not just those formally accepted via a Council Meeting or similar) are passed to the Monitoring Officer for logging and inclusion on this monitoring schedule.

#### **4. Financial, Legal and Other Implications**

There are no legal, financial or other implications arising from this report.

#### **5. Background Papers – Local Government Act 1972**

The Council's current overall internal process for responding to petitions.

#### **6. Consultations**

Staff in all teams who are progressing outstanding petitions.

#### **7. Report Author**

Angie Smith  
Democratic Services Officer  
Tel: 0116 454 6354

Date Petition referred to Divisional Director	Received From	Subject	Type - Cncr (C) Public (P)	No. of Sig	Ward	Date Receipt Reported to Council (C) / Committee (Ctee)	Lead Divisional Director	Current Position	Scrutiny Chair Involvement	Date of Final Response Letter Sent to Lead Petitioner	Current Status	Ref. No.
11/01/2019	Mrs Rowshonara Begum	Petition asking for: * Adequate parking facility for Falcoln school users * Grit box on Little Dunmow road * Clean safer area (grey recycling bins and signs for NO DOG FOUL)	(p)	11	Troon		Andrew L Smith	Information has been gathered from different areas of the Council, and a proforma has been developed. The response to the Lead Petitioner is as follows: The School regularly reminds parents to park responsibly, and the golf course on Gipsy Lane can be used; Planning permission was not needed to use the site as a school; Counts show insufficient footfall and vehicle traffic to warrant a crossing patrol; The orange bag recycling scheme launched in 2011 provide unlimited recycling capacity, allow easy identification of contaminated waste, leave the streets clear of clutter when collected; The City Warden has agreed to install signing in the form of a stencil on the ground re. dog fouling; Local councillors for Troon Ward have been contacted to approve an additional grit bin.	Proforma returned by the Scrutiny Chairs	18/06/2019	<b>PETITION COMPLETE</b>	19/01/03
26/02/2019	Vilin Pabari / Nilesh Makhwana / Ashley Jones	Petition requesting the Council install CCTV cameras to monitor and safeguard the area around Stokes Drive, Darlington Road and surrounding streets	(p)	306	Beaumont Leys		John Leach	Ward Councillors, Sgt Adam Hastie and CrASBU were consulted. All were present at a community meeting held on 25th February 2019 where the petition was submitted to Cllr Waddington. The CCTV application process was explained to those in attendance and the importance of reporting incidents. It was further explained that a waiting list was in operation due to the high demand across the city for a small number of cameras. It was also clarified that a camera would only be in situ for three months before being redeployed to another location. Data has been extracted for residential burglaries for 2018-19 for the CCTV request form which will be reviewed by CrASBU and prioritised according to need.	Proforma returned by the Scrutiny Chair	26/06/2019	<b>PETITION COMPLETE</b>	19/02/03
07/03/2019		Petition asking for the closure of the alleyway between Thorpewell and the Wayne Way to be closed off.	(p)	82	Evington		Andrew L Smith	The path is a public right of way which would be problematic to close. A legal process would need to be followed. There were two routes officers could take neither of which were favourable, and the council would struggle to find legal powers to do so. Officers are minded to install CCTV to find out how many people were using the pathway, be a deterrent for ASBand evidence any reported crime to the Police. The Police state reported crime figures now support what is stated in the petition.	Proforma returned by the Scrutiny Chair	11/07/2019	<b>PETITION COMPLETE</b>	19/03/01

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GREEN - Lead Executive Member consulted on proposed response and Pro-forma sent to Scrutiny Chair

AMBER - Petition response progressing within 3 months of being referred to Divisional Director

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29/04/2019	Sally Girling	Petition for a safer school crossing outside Forest Lodge Academy School	(p) via Liz Kendall	233	Western		Andrew L Smith	Whilst sample traffic flow and speed surveys did not currently indicate a possible upgrade to the crossing a new traffic survey has been commissioned for a more accurate understanding of pedestrian and traffic volumes and speed at the crossing point. The survey will be undertaken as soon as possible however during school time to account for the school run. The results of the survey will identify if further action at the crossing point is justified. the School Crossing patrol service is currently under review and any new or replacement patrols would be subject to the review and any recruitment issues. Officers will work with the programme team to include pencil bollards and possible wooden bollards or knee rails to prevent grass verge parking. Extra yellow parking restrictions will be investigated at both mini-roundabouts. all current markings will be refreshed. The school will be added to the current School parking camera enforcement programme and actions once the required regulation orders are set. Any moving traffic offences are under the auspice of the Police and are recommended to be reported. Officers will discuss possible additional police actions with the police partnership group.	Proforma returned by the Scrutiny Chair	28/08/2019	<b>PETITION COMPLETE</b>	19/04/01
28/05/2019	Naushin Mulla	Petition requesting a zebra crossing on Coleman Road - junction Robinson Road	(p)	50	Evington / North Evington		Andrew L Smith	A survey was conducted on the site on 19/7/19 from 7am to 8pm (one more hour than usual to include pedestrian traffic to the mosque on Smith Dorien Road). The busiest hour for pedestrians was 6.30pm to 7.30pm. The site did not score highly enough for a zebra or signalised crossing, but does qualify for a possible refuge when other factors are taken into account (such as the relative speed of the traffic, the nearby school and mosque). The request had been prioritised and added to the current list of potential sites and will be considered against other requests for inclusion in the annual works programme. Ward Councillors for Evington and North Evington have been consulted.	Proforma returned by the Scrutiny Chair	04/09/2019	<b>PETITION COMPLETE</b>	19/5/02

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19/02/2019	Cllr Fonseca	Petitioners urge the Council to take immediate action to address issues at the junction with Frisby Road / Ulverscroft Road and Forest Road	(c)	168 supported by 171 e-petition signatures	North Evington		Andrew L Smith	The Lead Petitioner was contacted on 17th May 2019 and a meeting held on 28th May to discuss the petitioners requests and options available. Following this meeting consultation commenced on 30th May with Ward Councillors and other interested parties. Consultation will end on 17th June. The proforma has been drafted which discusses various options on improving pedestrian crossing facilities on Forest Road. Accident data is awaited.	Proforma sent to the Scrutiny Chair		GREEN	19/02/02
12/03/2019	Martin Buchanan	Petition to allow Beaumont Lodge Neighbourhood Centre to be transferred as an asset to the residing charity Beaumont Lodge Neighbourhood Association CIO	(p)	14 Paper 198 E-Petition	Beaumont Leys	Petition to be presented to Full Council 21/3/19 - Mr Martin Buchanan	Matt Wallace	The City Mayor and Ward Councillors have been consulted on the matter. With the imminent Ashton Green development being undertaken in close proximity to the asset in question, a transfer at this time could potentially disrupt future opportunity that the wider development could bring to the asset, development that could generate even greater benefit to the community and therefore withholding from any asset transfer at present seems the sensible option to take until the Ashton Green development has progressed further. The Council's Course of action therefore is to refuse the asset to be transferred to the Beaumont Lodge Neighbourhood Association CIO.	Proforma sent to the Scrutiny Chair		GREEN	19/03/02
10/05/2019	Yasmin Kassamali	Petition to have residents parking on and around St Saviours Road / Margaret Road / Constance Road / Copdale Road / Sidwell Street / Clumber Road / Kitchener Road	(p)	54	North Evington / Spinney Hills		Andrew L Smith	The request for a Residents' Parking Scheme will be added to the report to the City Mayor regarding the next priority list for a scheme. In the meantime the survey of parked cars will be completed and checked with Next re. possible commuter parking in breach of their incentive scheme. A meeting will also be arranged with Next regarding parking issues in the area.	Proforma returned by the Scrutiny Chair	FINAL LETTER AWAITED	GREEN	19/5/01

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29/05/2019	Ms Lou Harrison, Headteacher	Petition requesting a safe place to cross outside King Richard III Infant and Nursery School	(p)	161	Westcotes		Andrew L Smith	The site was surveyed in 2015. It has been assessed and ranked against other pedestrian crossing requests. The site did not score highly compared with other requests as the traffic levels are low (95 vehicles in the peak 8-9am hour). The area is on the 20mph zone list for 2019/20 financial year. The site has been referred to the School Run Parking and Road Safety programme and a plan is being developed. Officers will be discussing ways to make the existing crossing more visible with other officers shortly. Any measures will hopefully be in place before the start of the 2019/20 academic year.	Proforma sent to the Scrutiny Chair		GREEN	19/5/03
10/06/2019	Kimberley Smith	Petition to re-open Vernon Street Park	(p)	58	Fosse	Petition to be presented to Full Council 13/6/19 - Cllr Waddington	John Leach	This site was closed in 2016 following a significant amount of anti-social behaviour and disturbance caused to local residents. In the intervening period the site has become overgrown and is currently unsafe for public use. The play area has no equipment and the safety surfacing is unsafe. To provide public access to the site, it has been suggested that the shrubs and overgrown grass are cleared, the play surface made safe, and existing seating and bins are replaced. This would allow the site to be opened in a relatively short period as an open space. A consultation leaflet with layout options for how the park could be refurbished will be designed and used as the basis to consult local residents once the initial clearance works have been completed. By engaging local residents and potential users at this early stage will allow local ideas to be incorporated into the design process to design out anti-social behaviour and ensure local needs are addressed.	Petition returned by the Scrutiny Chair	FINAL LETTER AWAITED	GREEN	19/6/02
10/06/2019	Miss Rosie Antunes	Petition for action regarding the ongoing problem with the parking of non-residential vehicles on Badgers Close predominantly during the school hours and safety issues.	(p)	35	Beaumont Leys	Petition presented by Cllr Dempster to Full Council 13/6/19	Andrew L Smith	Petition sent to Divisional Director			AMBER	19/6/01

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17/06/2019	Suresh Daudia	Petition with several issues re. Coral Street: 1/ Lack of parking for the residents 2/ Parking on footpaths and double yellows 3/ Marking on the building 'private property, no parking' 4/ Waste bins on footpaths reference to restaurant 5/ Fume emissions from restaurant 6/ Littering on the street with plates, cups, bottles or boxes supplied by the restaurant or hotel owners	(p)	39	Belgrave		Andrew L Smith / John Leach	The petition encompasses issues around parking, litter bins and fumes. The Noise and Pollution control team have no historical information relating to Coral Street. Just emitting fumes is not an offence but a call has been logged. A consultation letter was sent to ward councillors 29/7/2019. Recommended action includes: Treating the petition as a request for residents' parking, being placed on the database of requests; The request to ban footway parking will be added to the database. Site surveys and other factors would need to be carried out to verify the effectiveness of such a scheme before commencing. The issue will be forwarded to the local Police and Community Support Officer; Parking on double yellow lines - the Enforcement Team are aware of problems and will take enforcement where possible. Any breach of a restriction will be issued a PCN; Marking the building 'Private Property, No Parking' - the council is not able to intervene where these signs are on privately owned properties. These signs have no legal significance and do not need to be adhered to. Any intimidation received for parking where these signs have been placed can be reported to the Police; Bins on the footpath - a Community Protection Warning letter was issued to Chaiwala to litter pick the area; Fume emissions from the restaurant on the footpath - the Noise & Pollution team have sent a letter but not had a response;	Petition returned by the Scrutiny Chair		GREEN	19/6/03
23/07/2019	Amit Tandel	Petition re. anti-social behaviour, noise, littering and late night substance misuse issues on the outdoor caged basketball court, Overton Road	(p)	26	North Evington		John Leach	CrASBU have liaised with police who have appointed an officer and arranged for local police to carry out additional high-visibility patrols in the area. It has also been arranged for Youth Services' street-based team to carry out engagement work, and liaised with Parks Security who have advised that locking the facility overnight would not be possible due to the cost of £5,000. Consideration has been given to moving a temporary CCTV camera to the location which would be kept under review if the number of incidents increase. A leaflet drop has been undertaken in the area and residents encouraged to report incidents to the police.	Petition returned by the Scrutiny Chair	FINAL LETTER AWAITED	GREEN	19/7/01

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26/07/2019	Smita Jagdish Patel	Petition re. issues at Cossington Street Swimming Pool: 1/ changes in payment method 2/ time reduction of lunch time swimming 3/ 1/3 swimming pool taken back during ladies session on Saturday 9-10am 4/ deterioration of cleanliness and staff duties 5/ first aid facility and equipment in gym	(p)	82	Belgrave		Ivan Browne	Petition sent to Divisional Director			AMBER	19/7/02
31/07/2019	Kishore Bhojak	Parking issues at Belgrave NC	(p)	27	Belgrave		John Leach	Petition sent to Divisional Director			AMBER	19/7/03
08/08/2019	Mitesh Patel	Harrison Road Parking Scheme - Flax Road residents want to be included	(p)	37	Rushey Mead		Andrew L Smith	Petition sent to Divisional Director			AMBER	19/8/01
19/08/2019	Deoniso Rosario	Request that communal benches be removed from Sandpiper Close to prevent ASB	(p)	18	North Evington		Chris Burgin	Petition sent to Divisional Director			AMBER	19/8/02
05/09/2019	Karanjit Sandhu	Request for an Exercise Bike to be installed on Evington Park	(p)	27	Evington		Ivan Browne	Petition sent to Divisional Director			AMBER	19/9/01

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OVERVIEW SELECT COMMITTEE – 19 September 2019

UPDATE ON THE PETITIONS MONITORING REPORT

The details of the following petitions have now changed since the report was published with the agenda:

PETITION Date Received	PETITION REFERENCE	LEAD PETITIONER	SUBJECT	NEW STATUS	REASON
19/02/2019	19/02/02	Cllr Fonseca	Petitioners urge the Council to take immediate action to address issues at the junction with Frisby Road / Ulverscroft Road and Forest Road	PETITION COMPLETE from Green	Proforma returned by the Scrutiny Chair
12/03/2019	19/03/02	Martin Buchanan	Petition to allow Beaumont Lodge Neighbourhood Centre to be transferred as an asset to the residing charity Beaumont Lodge Neighbourhood Association CIO	GREEN Final letter awaited	Proforma returned by the Scrutiny Chair -
10/06/2019	19/6/02	Kimberley Smith	Petition to re-open Vernon Street Park	PETITION COMPLETE from Green	Proforma returned by the Scrutiny Chair
17/06/2019	19/6/03	Suresh Daudia	Petition with several issues re. Coral Street: 1/ Lack of parking for the residents 2/ Parking on footpaths and double yellows 3/ Marking on the building 'private property, no parking' 4/ Waste bins on footpaths reference to restaurant 5/ Fume emissions from restaurant 6/ Littering on the street with plates, cups, bottles or boxes supplied by the restaurant or hotel owners	PETITION COMPLETE from Green	Proforma returned by the Scrutiny Chair -
23/07/2019	19/7/01	Amit Tandel	Petition re. anti-social behaviour, noise, littering and late night substance misuse issues on the outdoor caged basketball court, Overton Road	PETITION COMPLETE from Green	Proforma returned by the Scrutiny Chair -





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# ***Revenue Budget Monitoring – Period 3, 2019/20***

Decision to be taken by: City Mayor

Overview Select Committee date: 19<sup>th</sup> September 2019

Lead director: Alison Greenhill

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## Useful information

- Ward(s) affected: All
- Report author: Amy Oliver
- Author contact details: Ext 37 5667

### 1. Summary

This report is the first in the monitoring cycle for 2019/20 and gives an early indication of expected performance against the budget for the year. At this stage of the year, it is too early to make accurate forecasts of the eventual outcome. The narrative of the report provides some provisional estimates and describes the pressures which have arisen so far.

As has been the case for many years now, the scale of Government funding cuts means departments are under pressure to provide services with reduced funding, and this often results in budget difficulties which need to be managed. Additionally, departments continue to review budgets in 2019/20 to achieve savings, as part of the Council's budget strategy. The current savings programme has been termed Spending Review 4 (SR4).

For several years, the key issue facing our budget monitoring has been demand for statutory social care (adults' and children's) which is volatile, and where significant change can have a disproportionate impact on the Council's total budget. This has therefore been a key focus of our monitoring. It is encouraging that, at this early stage, both departments are forecasting that they can live within their resources.

City Development and Neighbourhoods are also experiencing pressures, although these tend to be more predictable than the big social care budgets. The department is forecasting to manage any individual overspends within their divisional budgets.

It is our usual practice to use this report to seek Executive approval to budget reductions arising from savings achieved by means of management action (i.e. those that do not need formal approval to the course of action proposed). These are shown in a separate appendix (Appendix C).



## **2. Recommendations**

2.1 The Executive is recommended to:

- Note the emerging picture detailed in the report;
- Approve the budget reductions arising from achieved spending review savings, as detailed in Appendix C of this report;

2.2 The OSC is recommended to:

- Consider the overall position presented within this report and make any observations it sees fit.

## **3. Supporting information including options considered:**

The General Fund budget set for the financial year 2019/20 was £263.9m.

Appendix A summarises the budget for 2019/20;

Appendix B provides more detailed commentary on the forecast position for each area of the Council's operations;

Appendix C details the budget amendments required, consequent to spending review savings;

## **4. Financial, legal and other implications**

### 4.1 Financial & Legal implications

This report is solely concerned with financial issues.

Alison Greenhill, Director of Finance, Ext 37 4001

### 4.2 Climate Change and Carbon Reduction implications

This report is solely concerned with financial issues.

#### 4.3 Equality Impact Assessment

No Equality Impact Assessment (EIA) has been carried out as this is not applicable to a budget monitoring report.

#### 4.4 Other Implications

<b>Other implications</b>	<b>Yes/No</b>	<b>Paragraph referred</b>
Equal Opportunities	No	-
Policy	No	-
Sustainable & Environmental	No	-
Crime & Disorder	No	-
Human Rights Act	No	-
Elderly/People on low income	No	-
Corporate Parenting	No	-
Health Inequalities Impact	No	-

No other implications are noted as this is a budget monitoring report, and therefore no policy changes are proposed.

#### **5. Background information and other papers.**

Report to Council on the 20th February 2019 on the General Fund revenue budget 2019/20

#### **6. Summary of appendices:**

Appendix A – P3 Budget Monitoring Summary;

Appendix B – Divisional Narrative – Explanation of Variances;

Appendix C – Spending Review Savings

#### **7. Is this a private report?**

No

**Revenue Budget at Period 3, 2019/20**

<b>2019-20</b>	<b>CURRENT BUDGET</b>
Neighbourhood & Environmental Services	31,474.0
Tourism Culture & Inward Investment	4,395.3
Planning, Development & Transportation	15,312.9
Estates & Building Services	4,266.8
Departmental Overheads	1,407.4
Housing Services	2,896.4
<b>City Development &amp; Neighbourhoods</b>	<b>59,752.8</b>
<b>Adult Social Care</b>	<b>109,909.4</b>
<b>Health &amp; Well Being</b>	<b>18,630.6</b>
Strategic Commissioning & Business Support	723.3
Learning Services	10,698.6
Children, Young People & Families	60,186.9
Departmental Resources	(2,748.9)
<b>Education &amp; Childrens Services</b>	<b>68,859.9</b>
Delivery, Communications & Political Governance	5,785.4
Financial Services	11,077.6
Human Resources	4,152.3
Information Services	8,609.2
Legal Services	2,727.0
<b>Corporate Resources &amp; Support</b>	<b>32,351.5</b>
Housing Benefits (Client Payments)	500.0
<b>Total Operational</b>	<b>290,004.2</b>
Corporate Budgets	(687.6)
Capital Financing	6,005.9
<b>Total Corporate &amp; Capital Financing</b>	<b>5,318.3</b>
Public Health Grant	(26,103.0)
Managed reserves Strategy	(1,851.4)
Demographic pressures reserve	(3,455.0)
<b>TOTAL GENERAL FUND</b>	<b>263,913.1</b>

**Divisional Narrative – Explanation of Variances**

**Corporate Resources and Support**

Corporate Resources Division is forecasting a balanced outturn on a net budget of £32.4m.

**1. Finance**

- 1.1. The Financial Services Division forecast an underspend of £60k which will be transferred to the Financial Services reserves to cover costs relating to the development of the corporate financial system.

**2. Human Resources**

- 2.1. Human Resources & Workforce Development is forecasting an underspend of £479k due to staff vacancies and an increase in income. This will be used to help cover the costs of the Digital Transformation Team.

**3. Information Services**

- 3.1. Information Services is forecasting a break-even position. The division continues to work on a programme of rationalisation of systems and infrastructure in order to deliver the SR4 savings already approved and removed from the budget.

**4. Delivery Communications & Political Governance (DCPG)**

- 4.1. The Delivery, Communications and Political Governance Division is forecasting an underspend of £49k. This will help cover the costs of the Digital Transformation Team.

**5. Legal, Registration & Coronial Services**

- 5.1. The Legal Services division is forecasting a balanced outturn. Temporary additional capacity is being funded by corporate and departmental reserves costing £211k.
- 5.2. Coronial Services are forecasting an overspend of some £400k due to high costs in pathology tests continuing the pattern of recent times. The

overspend will be funded from corporate budgets in line with normal policy.

### **City Development and Neighbourhoods**

The department is forecasting a balanced outturn on a net budget of £59.8m. Divisionally, the position is as follows:

#### **6. Planning, Transportation and Economic Development**

- 6.1. The division is forecasting a balanced outturn. The new bus shelter advertising contract will deliver lower income than the previous budget, as expected. This pressure is being managed in the current year within the division by closely controlling expenditure and higher than anticipated income from enforcement of bus lanes.

#### **7. Tourism, Culture & Inward Investment**

- 7.1. The main pressure is increased operating costs and lower income as Leicester Market is developed. This pressure is being covered by unbudgeted income from the former Granby Halls site, pending its sale. The division is forecasting a balanced outturn.

#### **8. Neighbourhood & Environmental Services**

- 8.1. The division is forecasting a balanced outturn.

#### **9. Estates & Building Services**

- 9.1. The Division is forecasting a break-even position. The division continues to implement the Technical Services Spending (a review which reported previously but is taking longer than expected to deliver savings). The work includes implementation of the corporate landlord model and contract consolidation and re-procurement. Pressures caused by the delay in achieving savings are being managed within the division. The achievement of the budgeted capital fees and external income is key to the break-even position and will be kept under close review.

#### **10. Departmental Overheads**

- 10.1. This holds the departmental budgets such as added years' pension costs, postage and departmental salaries. The forecast savings of around £100k are being held for feasibility studies.

## **11. Housing General Fund**

- 11.1. The Housing General Fund is forecast to break even. Significant pressures in relation to temporary accommodation are expected to continue throughout the current year, leading to an additional £0.4m being required. This will be funded by reserves held for this purpose and any in year savings that may occur as the year progresses.

## **12. Housing Revenue Account**

- 12.1. The Housing Revenue Account (HRA) is a ring-fenced income and expenditure account relating to the management and maintenance of the Council's housing stock. The HRA is forecast to underspend by £0.4m, excluding revenue used for capital spending (which is reported in the capital monitoring report).
- 12.2. Rental income for the current year is forecast to be in line with the budget. It is anticipated that more old year debt will be collected than previously expected, such that a provision for bad debt of £0.4m is unlikely to be required.
- 12.3. The Repairs & Maintenance Service is expected to underspend by £0.4m. £0.1m is the result of vacancies within the service: by September, most of these will have been filled with apprentices and through advertised roles. £0.2m will arise through the capitalisation of salaries associated with the programme of building new council housing (i.e. staff doing more work on the capital programme than the budget expected). The cost of materials has not risen as much as anticipated, contributing £0.1m to the underspend position.
- 12.4. An overspend of £0.4m is forecast within Management & Landlord Services. Staffing vacancies within the STAR and Family Support services will result in a £0.3m saving. However, the relocation of tenants from Goscote House in preparation for its demolition will cost in the order of £0.6m.

## **Adult Social Care**

### **13. Adult Social Care**

- 13.1. At quarter one, the department is forecasting an annual spend of £109.9m, as per the budget.
- 13.2. Long term service user numbers stood at 5,111 at the end of the first quarter, 55 more than at the start of the year, a 1.1% increase. This compares to an increase of 0.8% in the equivalent period last year. The 1.1% is made up of a 0.53% growth in the over 65s with physical issues and dementia, 0.55% growth in working age adults with physical issues, 1.54% increase in those with learning disabilities and a 2.61% increase in those with mental health issues. The budget assumes an overall annual growth of 1.5% and it is too early in the year to forecast a deviation from this position.
- 13.3. The rate of increase in need of our existing service users in the first quarter was 2.8% (£3.1m) which is favourable compared to 3.2% in the same period in 18/19. The budget assumes an annual rate of 5.5% (as per last year's out-turn) and the forecast remains the same. Older people's need increased at 3.4% and working age adults at 2.2%.
- 13.4. The overall forecast position for gross package costs remains therefore as per the budget, and similarly with income from fees and charges.
- 13.5. There are no other significant forecast variations in expenditure in care management, contracting, commissioning and admin teams. There has been some difficulty in recruiting reablement front line staff and whilst recruitment is underway this area may be underspent by the end of the year.

## **Health Improvement & Wellbeing**

### **14. Public Health & Sports Services**

- 14.1. At quarter one, the department is forecasting an annual spend of £18.63m, as per the budget.
- 14.2. There are no significant variances in the budgeted public health expenditure of £15.8m across the main services of sexual health, children's 0-19, lifestyle and health checks.
- 14.3. The first phase of the sports services organisational review is still in progress and will be fully implemented by December this year.

## **Education and Children's Services**

### **15. Education and Children's Services**

- 15.1. The department is currently forecasting to spend £68.9m as per the general fund budget. The underlying pressures on the looked after children (LAC) placement cost and SEN home to school transport budgets remain and are being funded using reserves as outlined in the Council budget report. The pressure on the High Needs Block of the Dedicated Schools Grant (DSG) also remains a very significant issue. The shortfall in the annual allocation of £5m in 19/20 will be funded this year from remaining DSG reserves.
- 15.2. The total number of LAC has remained stable in the first quarter of this year, with 672 in total at the end of June compared to 671 at the start of the year. Whilst the number of gross LAC entrants in the first quarter was higher than the 2018/19 quarterly average, there is historically a significant variation in quarterly numbers and therefore it is too early to conclude that the downwards trend in the past two years has reversed. The number of care leavers in the first quarter was also higher than the recent trend and therefore the net movement in LAC was negligible as noted above. There were 10 new special guardianship orders granted in the period which contributed to the high care leaver numbers. The mix of placements has changed slightly since the start of the year with an additional 6 external residential placements (arising mainly from the breakdown of existing placements) and 3 more Independent Fostering Agency placements.



- 15.3. With the current LAC population and mix of provision types we are operating at below the total annual placement budget of £29.5m. There is insufficient data at quarter one from which to draw any firm conclusions on trend growth rates and as a result we are maintaining the placement cost forecast as per budget.
- 15.4. The total social worker agency staff remains at 31 (compared to a permanent budgeted establishment of 111). This is set to reduce further with more agency posts being converted to permanent posts in the coming months. Numbers of children with child protection plans remains stable at 341.
- 15.5. National figures show that there has been an increase of 49% in the total number of Education Health Care (EHC) plans since the introduction of the Children and Families Act 2014. In Leicester the increase has been 65%. Nationally the proportion of school age pupils with Education Health Care (EHC) plans is 3.1% and the proportion of pupils with SEN without EHC plans is 11.9% in 2019. In Leicester the equivalent numbers are 2.8% and 11.4% respectively. Lobbying continues nationally to encourage government to increase High Needs funding.
- 15.6. In Leicester the pressure remains on the general fund in relation to home to school transport costs and on the High Needs Block of the DSG for placement costs and other services. Work continues as outlined previously to ensure that we are obtaining value for money across the SEN provision, including in special and mainstream settings together with council provided services. DSG reserves are being used to meet budget pressures, but these effectively run out in 2020/21 and therefore we must bring our expenditure into line with the resources available as soon as possible.

### **Corporate Items & Reserves**

#### **16. Corporate Items**

- 16.1. The corporate budgets cover the Council's capital financing costs, items such as audit fees, bank charges and levies. At present, spend at budget is anticipated.

**Spending Review Savings**

As members are aware, the Council needs to achieve substantial savings to live within its means in future years. The key means by which we seek to achieve these is the spending review programme. The current round has been termed Spending Review 4 and savings are formally taken from the budget as the associated actions are confirmed.

Further savings within the Corporate Resources & Housing Departments are now proposed, all taking effect from 2019/20 as shown in the table below:

<b>Description of Saving</b>	<b>Division</b>	<b>2019/20</b>	<b>2020/21</b>	<b>2021/22</b>	<b>2022/23</b>
		<b>£'000</b>	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Deletion of posts In Communications & Equalities & running costs efficiencies.	DCPG	108	108	108	108
Deletion of vacant posts	HR	284	284	284	284
Deletion of Housing Maintenance advice posts	Housing	35	35	35	35
		<b>427</b>	<b>427</b>	<b>427</b>	<b>427</b>

# Appendix D

## Executive Decision Report

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### **Capital Budget Monitoring – Period 3, 2019/20**

Decision to be taken by: City Mayor  
Overview Select Committee date: 19<sup>th</sup> September 2019  
Lead director: Alison Greenhill

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**City Mayor**

## Useful Information

- Report author: Amy Oliver
- Author contact details: amy.oliver@leicester.gov.uk

### 1. Summary

- 1.1 The purpose of this report is to show the position of the capital programme for 2019/20 as at the end of Period 3.
- 1.2 This is the first capital monitoring report of the financial year. Further quarterly reports and an outturn report will be presented as the year progresses.

### 2. Recommendations

2.1 The Executive is recommended to:

- Note total spend of £21.6m for the year to date.
- Note funds of £5m previously included in the Anstey Lane Improvements element of Ashton Green have been removed from the capital programme, due to this being paid to the County Council who are the accountable body, as detailed in Appendix A, para 2.1.
- Note the remaining £2.7m budget for Anstey Lane Improvements is now being reported within the Leicester North West Major Transport Scheme, as detailed in Appendix A, Planning, Development & Transportation para 2.1.
- Approve the addition of £355k for St Leonard's tower block lifts, as detailed in Appendix A, Housing para 2.1.
- Approve the addition of £338k to enhance the public realm around the Market, to be funded from the Business Rates Pool.
- Approve the addition of £336k to the capital programme to improve the public realm around the Clock Tower area, to be funded from section 106 monies.
- Approve the addition of £350k for the creation of the community gallery at New Walk Museum, to be funded by the Arts Council.

The OSC is recommended to:

- Consider the overall position presented within this report and make any observations it sees fit.

### 3. Supporting Information including options considered

- 3.1 The 2018/19 to 2019/20 Capital Programme was approved by Council on 30<sup>th</sup> November 2017 and amended at the 2017/18 and 2018/19 outturn.
- 3.2 The capital programme is split in the following way:
  - (a) Schemes classified as '**immediate starts**', which require no further approval to commence; and
  - (b) A number of separate '**policy provisions**' which are not released until specific proposals have been approved by the Executive.

3.3 Immediate Starts are further split into:

- (a) **Projects**, which are discrete, individual schemes such as a road scheme or a new building. Monitoring of projects focusses on delivery of projects on time and the achievement of milestones. Consequently, there is no attention given to in-year financial slippage;
- (b) **Work Programmes**, which consist of minor works or similar on-going schemes where there is an allocation of money to be spent during a particular year. Monitoring of work programmes focusses on whether the money is spent in a timely fashion;
- (c) **Provisions**, which are sums of money set aside in case they are needed, where low spend is a favourable outcome rather than indicative of a problem;
- (d) **Schemes which are substantially complete**. These schemes are the tail end of schemes in previous years' capital programmes, usually consisting of small amounts of money brought forward from earlier years.

3.4 A summary of the total approved 2019/20 capital programme as at Period 3 is shown below:

	<b>£000</b>
Projects	125,403
Work Programmes	105,976
Provisions	487
Schemes nearly complete	5,361
<b>Total Immediate Starts</b>	<b>237,227</b>
Policy Provisions	68,186
<b>Total Capital Programme</b>	<b>305,413</b>

3.5 The following changes have occurred to the capital programme since Outturn:

	<b>£000</b>
Affordable Housing - Acquisitions	<b>7,000</b>
Anstey Lane Improvements for Ashton Green	<b>(5,000)</b>
Increased ERDF funding for Low Carbon Schemes	<b>2,600</b>
Euston Street Store (20/21 programme)	<b>500</b>
Solar Panels at Bus Station and Car Parks (20/21 programme)	<b>388</b>
Highways Maintenance additions	<b>368</b>
Transport Improvement Works - Bus Lane Enforcement	<b>208</b>
North City Centre Access Improvement Scheme (DEFRA)	<b>188</b>
Beaumont Park Depot (road and related works)	<b>125</b>
Other	<b>155</b>
<b>Net Movements</b>	<b>6,532</b>

These movements are included in the table at 3.4 above.

The following appendices to this report show progress on each type of scheme:

- Appendix A – Projects
- Appendix B – Work Programmes
- Appendix C – Provisions
- Appendix D – Projects Substantially Complete
- Appendix E – Policy Provisions

3.6 This report only monitors policy provisions to the extent that spending approval has been given, at which point they will be classified as projects, work programmes or provisions.

### 3.7 Capital Receipts

3.7.1 At Period 3, the Council has realised £0.2m of General Fund capital receipts. These receipts are not required to fund the current programme. In line with our policies, with the exception of any earmarked receipts, these are set aside for future capital programmes.

3.7.2 Right to Buy receipts this year have so far amounted to £5.7m.

## 4. **Financial, Legal and other Implications**

### 4.1 Financial Implications

This report is solely concerned with financial issues.

Alison Greenhill, Director of Finance, 37 4001

### 4.2 Legal Implications

There are no legal implications arising directly from the recommendations of this report.

Emma Horton, Head of Law (Commercial, Property and Planning).

### 4.3 Climate Change and Carbon Reduction Implications

This report is solely concerned with financial issues.

### 4.4 Equalities Implications

No Equality Impact Assessment (EIA) has been carried out as this is not applicable to a budget monitoring report.

#### 4.5 Other Implications

<b>Other implications</b>	<b>Yes/No</b>	<b>Paragraph referred</b>
Equal Opportunities	No	-
Policy	No	-
Sustainable & Environmental	No	-
Crime & Disorder	No	-
Human Rights Act	No	-
Elderly/People on low income	No	-
Corporate Parenting	No	-
Health Inequalities Impact	No	-

No other implications are noted as this is a budget monitoring report, and therefore no policy changes are proposed.

#### 5. Background information and other papers

Report to Council on the 30<sup>th</sup> November 2017 on the Capital Programme 2018/19 to 2019/20.

2018/19 Capital Monitoring Outturn Report presented to OSC on 20<sup>th</sup> June 2019.

#### 6. Is this a private report

No.

#### 7. Is this a “key decision”?

No.

#### 8. If a key decision please explain reason

## PROJECTS

### 1. Summary

- 1.1 As stated in the cover report, the focus of monitoring projects is physical delivery, i.e. whether they are being delivered on time, on budget and to the original specification. This appendix summarises progress on projects. Project summaries provided by departments/divisions are shown on pages 8-18 within this Appendix.

Department / Division	Budget 2019/20 to 2020/21 £000	2019/20 Spend to Date £000
Corporate Resources	1,562	37
Adult Social Care	2,510	0
Planning, Development & Transportation	65,228	6,230
Tourism, Culture & Inward Investment	5,828	366
Neighbourhood & Environmental Services	647	0
Estates & Building Services	10,230	1,988
Children's Services	25,548	857
Public Health	2,234	0
Housing Revenue Account	11,616	78
<b>Total</b>	<b>125,403</b>	<b>9,556</b>

- 1.2 A list of the individual projects is shown in the table on pages 6-7 of this report. This also summarises the progress of each project. Attention is drawn to expected completion dates and any project issues that have arisen.
- 1.3 A colour-coded rating of progress of each project has been determined, based on whether the project is progressing as expected, and whether it is still expected to complete within budget.
- 1.4 The ratings used are:
- (a) **Green** Successful delivery of the project on time, within budget, to specification and in line with original objectives seems very likely. There are no major issues that appear to threaten delivery significantly.
  - (b) **Amber** Successful delivery of the project on time, within budget, to specification and in line with original objectives appears probable. However, some risks exist and close attention will be required to ensure these risks do not materialise into major issues threatening delivery. Alternatively, a project is classed as amber if some insubstantial slippage or minor overspend is probable.
  - (c) **Red** Successful delivery of the project on time, within budget, to specification and in line with original objectives appears to be unachievable. The project is expected to require redefining, significant additional time or additional budget.
  - (d) **Blue** The project is complete.
  - (e) **Purple** The project is on hold, for reasons which have nothing to do with management of the capital programme. Examples include reconsideration of whether the project is still needed as originally proposed, or withdrawal of a funder.



## 2. Summary of Individual Projects

Dept/ Division	Project	Total Budget (£000)	2019/20 Spend (£000)	Forecast O/(U)spend (£000)	Original Completion Date	Forecast Completion Date	Previous Reported RAG Rating	Project RAG Rating @ P3
CRS	Automatic Call Distribution System Upgrade	70	11	0	Apr-18	Apr-20	Amber	Green
CRS	Finance System	926	0	0	Jun-17	Mar-20	Red	Green
CRS	Cash Income Management System	566	26	0	Jan-20	Jul-20	Green	Green
ASC	Extra Care Schemes	2,510	0	0	Aug-20	Aug-20	Green	Amber
CDN (PDT)	Leicester North West Major Transport Scheme	9,345	1,317	0	Mar-19	Mar-21	Amber	Amber
CDN (PDT)	North City Centre Access Improvement Scheme	7,238	570	0	Feb-20	Nov-20	Green	Green
CDN (PDT)	City Centre Street Improvements	4,156	481	0	Apr-19	Dec-20	Green	Green
CDN (PDT)	Waterside Strategic Regeneration Area	13,487	1,297	0	Mar-23	Mar-23	Green	Green
CDN (PDT)	St George's Churchyard	844	12	0	Aug-18	TBC	Purple	Purple
CDN (PDT)	Great Central Street / Vaughan Way	2,679	15	0	Jan-19	Aug-19	Green	Green
CDN (PDT)	Ashton Green	848	34	0	Mar-21	Mar-21	Green	Green
CDN (PDT)	Pioneer Park	3,110	0	0	Jan-21	Jan-21	Green	Green
CDN (PDT)	Newarke Street Car Park improvements	95	92	0	Sep-18	Aug-19	Green	Green
CDN (PDT)	Abbey Park Precinct Wall	96	0	0	Aug-19	Mar-20	Green	Amber
CDN (PDT)	Pioneer Park Commercial Workspace (formerly Dock 2)	5,000	3	0	Spring 18	Spring 20	Green	Green
CDN (PDT)	Connecting Leicester - Low Carbon Schemes	7,936	1,724	0	Nov-20	Nov-20	Green	Green
CDN (PDT)	22 St. Georges Way	541	516	0	Feb-19	Apr-19	Green	Blue
CDN (PDT)	Ashton Green Highways Infrastructure	9,853	169	0	Mar-21	Mar-21	Amber	Green
CDN (TCI)	Jewry Wall Museum Improvements	2,952	16	0	Mar-19	Mar-21	Green	Amber
CDN (TCI)	Leicester Market Redevelopment	2,541	329	0	Dec-18	Mar-20	Amber	Amber
CDN (TCI)	Abbey Pumping Station	255	19	0	Mar-19	TBC	Green	Purple
CDN (TCI)	LCB Courtyard/Garden Development	80	2	0	Apr-19	Mar-20	Green	Green

Dept/ Division	Project	Total Budget (£000)	2018/19 Spend (£000)	Forecast O/(U)spend (£000)	Original Completion Date	Forecast Completion Date	Previous Reported RAG Rating	Project RAG Rating
CDN (NES)	City Centre Playground	100	0	0	Mar-19	Mar-20	Amber	Green
CDN (NES)	St Mary's Allotments	547	0	0	Jul-19	Jan-20	Green	Green
CDN (EBS)	Haymarket House, Car Parks & Lifts	9,658	1,838	0	Mid-20	Autumn 20	Amber	Red
CDN (EBS)	11-15 Horsefair Street	433	50	0	Nov-18	Sep-19	Amber	Green
CDN (EBS)	Great Central Railway Museum	139	100	0	Oct-18	Jun-19	Purple	Blue
ECS	Additional Primary School Places	1,967	236	0	May-19	Oct-19	Green	Green
ECS	Additional Secondary School Places	14,760	337	0	Sep-19	Sep-19	Green	Green
ECS	Additional SEND Places (including Primary Pupil Referral Unit)	7,297	284	0	Dec-19	Dec-19	Amber	Amber
ECS	Children's Residential Homes	1,524	0	0	Aug-20	Aug-20	Green	Green
PH	Leisure Centre Improvement Programme	2,234	0	0	Mar-20	Jul-20	Amber	Amber
<b>Total (excluding HRA)</b>		<b>113,787</b>	<b>9,478</b>	<b>0</b>				
CDN (HRA)	St Leonard's Tower Block - Lift	195	0	355	Mar-18	Apr-21	Amber	Amber
CDN (HRA)	Exchange Demolition	100	0	0	Dec-17	Jan-20	Amber	Green
CDN (HRA)	Goscote House Demolition	2,981	11	0	Jan-20	Jan-22	Green	Red
CDN (HRA)	Parking - Spend to Save	250	0	0	Mar-20	Jan-20	N/A	Green
CDN (HRA)	New House Build	6,200	23	0	Apr-20	Aug-20	N/A	Green
CDN (HRA)	Tower Block Sprinkler Systems	1,390	44	0	Apr-22	Apr-22	N/A	Green
CDN (HRA)	Property Conversions (2020/21)	500	0	0	Mar-22	Mar-22	N/A	Green
<b>Total HRA</b>		<b>11,616</b>	<b>78</b>	<b>355</b>				
<b>Total (including HRA)</b>		<b>125,403</b>	<b>9,556</b>	<b>355</b>				

### **3. Commentary on Specific Projects**

- 3.1 Explanatory commentary for projects that are not currently progressing as planned, or for which issues have been identified, is provided in the next pages. This has been defined as any scheme that has a RAG Rating other than “green” or “blue”.

## Capital Programme Project Monitoring 2019/20 Period 3

### Corporate Resources

#### 1. Projects Summary

Project Name	Approval 2019/20 (£000)	Forecast Over / (Under) Spend (£000)	Original Completion Date	Forecast Completion Date	RAG Rating
Automatic Call Distribution System	70	0	April 2018	April 2020	<b>G</b>
Finance System	926	0	June 2017	Mar 2020	<b>G</b>
Cash Income Management System	566	0	Jan 2020	July 2020	<b>G</b>
<b>Total</b>	<b>1,562</b>	<b>0</b>			

#### 2. Projects Commentary (for all projects rated Amber, Red or Purple).

## Capital Programme Project Monitoring 2019/20 Period 3

### Adults

#### 1. Projects Summary

Project Name	Approval 2019/20 (£000)	Forecast Over / (Under) Spend (£000)	Original Completion Date	Forecast Completion Date	RAG Rating
Extra Care – Two Schemes	2,510	0	Aug 2020	Aug 2020	A
<b>Total</b>	<b>2,510</b>	<b>0</b>			

#### 2. Projects Commentary (for all projects rated Amber, Red or Purple).

**2.1. Extra Care – Two Schemes** Discussions are still in progress with the consortia to agree the contractual arrangements. This is taking longer than anticipated because of the changes that have occurred within the consortia as a result of ‘pausing’ the developments pending the outcome of the Governments consultation on the future of the Local Housing Allowance for supported housing. It is likely these discussions will be concluded at the end of September 2019. If this enables the developments to proceed, then the two schemes will take approximately 18 to 22 months to build.

# Capital Programme Project Monitoring 2019/20 Period 3

## Planning, Development & Transportation

### 1. Projects Summary

Project Name	Approval 2019/20 (£000)	Forecast Over / (Under) Spend (£000)	Original Completion Date	Forecast Completion Date	RAG Rating
Leicester North West Transport Scheme	9,345	0	Mar 2019	Mar 2021	A
North City Centre Access	7,238	0	Feb 2020	Nov 2020	G
City Centre Street Improvements	4,156	0	Apr 2019	Dec 2020	G
Waterside	13,487	0	Mar 2023	Mar 2023	G
St George's Churchyard	844	0	Aug 2018	TBC	P
Vaughan Way / Great Central Street	2,679	0	Jan 2019	Aug 2019	G
Ashton Green	848	0	Mar 2021	Mar 2021	G
Pioneer Park	3,110	0	Jan 2021	Jan 2021	G
Newarke Street Car Park Improvements	95	0	Sept 2018	Aug 2019	G
Abbey Park Precinct Wall	96	0	Aug 2019	March 2020	A
Pioneer Park Commercial Workspace	5,000	0	Spring 2018	Spring 2020	G
Connecting Leicester – Low Carbon Schemes	7,936	0	Nov 2020	Nov 2020	G
22 St. Georges Way	541	0	Feb 2019	Apr 2019	B
Ashton Green Highways Infrastructure	9,853	0	Mar 2021	Mar 2021	G
<b>Total</b>	<b>65,228</b>	<b>0</b>			

### 2. Projects Commentary (for all projects rated Amber, Red or Purple).

**2.1. Leicester North West Major Transport Project** Phase 2 is progressing towards completion on site with works completed on the Ravensbridge Drive junction. There has been slippage on the Blackbird Road/ Anstey Lane junction works principally due to the identification part way through the project by Cadent of gas mains needing to be diverted and the associated need to reprogramme works which are now due to complete in November 2019.

Works on the A46/Anstey Lane scheme are being progressed jointly with the County Council and are currently programmed to commence in October 2019. The budget for the Anstey Lane Improvements project (£2.7m) has now been transferred to this scheme. Previously £5m of government grants was included in the Anstey Lane Improvements project, but as this is to be paid directly to the County Council who are the accountable body, this has now been removed.

The LNW programme is expected to complete and all external Local Growth Fund monies drawn down by March 2021.

**2.2. St George's Churchyard** Options for the scheme are currently being reviewed.

**2.3. Abbey Park Precinct Wall** The extended survey works have been completed and further recommended for Abbey Park Road and St Margaret's Way. Soil removal at the back of the east (river) wall has been recommended, followed by a period of monitoring for a year to ascertain if there is any further movement. Hence revised completion date to March 2020.

## Capital Programme Project Monitoring 2019/20 Period 3

### Tourism, Culture and Inward Investment

#### 1. Projects Summary

Project Name	Approval 2019/20 (£000)	Forecast Over / (Under) Spend (£000)	Original Completion Date	Forecast Completion Date	RAG Rating
Jewry Wall Museum Improvements	2,952	0	March 2019	March 2021	A
Leicester Market Redevelopment	2,541	0	Dec 2018	March 2020	A
Abbey Pumping Station	255	0	March 2019	TBC	P
LCB Courtyard/Garden Development	80	0	April 2019	March 2020	G
<b>Total</b>	<b>5,828</b>	<b>0</b>			

#### 2. Projects Commentary (for all projects rated Amber, Red or Purple).

- 2.1. Jewry Wall Museum** The project has experienced some delays during the initial design stages. However, the project is now progressing, and the most recent programme anticipates that the works will now be completed in March 2021.
- 2.2. Leicester Market Redevelopment** The project has undergone an extensive review, and the current programme identifies completion by March 2020. The current programme demonstrates that the key phases of work will be completed by the Autumn of 2019.
- 2.3. Abbey Pumping Station** RIBA phase 3 design work has been put on hold pending a decision on Museum capital investment priorities.



## Capital Programme Project Monitoring 2019/20 Period 3

### Neighbourhood and Environmental Services

#### 1. Projects Summary

Project Name	Approval 2019/20 (£000)	Forecast Over / (Under) Spend (£000)	Original Completion Date	Forecast Completion Date	RAG Rating
City Centre Play	100	0	Mar 19	March 20	G
St Mary's Allotments	547	0	July 19	Jan 20	G
<b>Total</b>	<b>647</b>	<b>0</b>			

#### 2. Projects Commentary (for all projects rated Amber, Red or Purple).

# Capital Programme Project Monitoring 2019/20 Period 3

## Estates and Building Services

### 1. Projects Summary

Project Name	Approval 2019/20 (£000)	Forecast Over / (Under) Spend (£000)	Original Completion Date	Forecast Completion Date	RAG Rating
Haymarket House, Car Park and Lifts	9,658	0	Mid 2020	Autumn 2020	R
11-15 Horsefair Street	433	0	Nov 2018	Sept 2019	G
GCR Mainline Museum	139	0	Oct 2018	June 2019	B
<b>Total</b>	<b>10,230</b>	<b>0</b>			

### 2. Projects Commentary (for all projects rated Amber, Red or Purple).

**2.1 Haymarket House, Car Park and Lifts** The Haymarket car park improvements are contracted directly by the Council and are well underway in line with the programme. The lifts and Haymarket House (Travelodge) are to be delivered via a separate contract with the owner of the Haymarket Shopping Centre. Unfortunately, in June 2019 their main construction contractor for this element of the scheme entered voluntary administration, and a new contractor was appointed in August 2019. The scheme has now recommenced and the timeline for delivery of the scheme has now altered to Autumn 2020. Costs for the overall scheme are being kept under review and a team is in place to continue to monitor the scheme on a monthly basis.

## Capital Programme Project Monitoring 2019/20 Period 3

### Children's Services

#### 1. Projects Summary

Project Name	Approval 2019/20 (£000)	Forecast Over / (Under) Spend (£000)	Original Completion Date	Forecast Completion Date	RAG Rating
Additional Primary School Places	1,967	0	May 19	Oct 19	G
Additional Secondary School Places	14,760	0	Sept 19	Sept 19	G
Additional SEND Places (including Primary Pupil Referral Unit)	7,297	0	Dec 19	Dec 19	A
Children's Residential Homes	1,524	0	Aug 20	Aug 20	G
<b>Total</b>	<b>25,548</b>	<b>0</b>			

#### 2. Projects Commentary (for **all** projects rated Amber, Red or Purple).

2.1 **Additional SEND Places (including Primary Pupil Referral Unit)** - Following a feasibility study which identified additional works linked to asbestos removal and structures, a review of the Primary PRU scheme at Netherhall is currently being completed. This has led to a forecast increase in project costs.

## Capital Programme Project Monitoring 2019/20 Period 3

### Public Health

#### 1. Projects Summary

Project Name	Approval 2019/20 (£000)	Forecast Over / (Under) Spend (£000)	Original Completion Date	Forecast Completion Date	RAG Rating
Leisure Centre Improvement Programme	2,234	0	March 2020	July 2020	A
<b>Total</b>	<b>2,234</b>	<b>0</b>			

#### 2. Projects Commentary (for all projects rated Amber, Red or Purple).

**2.1 Leisure Centre Improvement Programme** Approval to progress to Cost Certainty on this scheme has been approved and will be completed by September/October. A follow up report will be presented to the Capital Programme Board to confirm cost certainty and an updated business case.

## Capital Programme Project Monitoring 2019/20 Period 3

### Housing

#### 1. Projects Summary

Project Name	Approval 2019/20 (£000)	Forecast Over / (Under) Spend (£000)	Original Completion Date	Forecast Completion Date	RAG Rating
St Leonard's Tower Block - Lift	195	355	Mar 18	April 21	A
Exchange Demolition	100	0	Dec 17	Jan 20	G
Goscote House Demolition	2,981	0	Jan 20	Jan 22	R
Parking – Spend to Save	250	0	March 20	Jan 20	G
New Build Council Housing	6,200	0	April 20	Aug 20	G
Tower Block Sprinklers	1,390	0	April 22	April 22	G
Property Conversions (2020/21)	500	0	March 22	March 22	G
<b>Total</b>	<b>11,616</b>	<b>355</b>			

#### 2. Projects Commentary (for **all** projects rated Amber, Red or Purple).

**2.1. St Leonard's Lift** The building was originally designed to have two lifts but only one was ever installed, with the location of the second lift being used as communal cupboards. The original lift is now coming to the end of its useful life and the decision has been taken to install a new second lift. The existing lift can then be renewed, and the block will have two lifts as originally planned. The delay was caused because of reluctance on the part of a leaseholder to the installation of the second lift. However, an agreement has now been reached and procurement of the lift is due to start imminently. As part of the procurement process it has become clear that the budget of £195k will be exceeded and spend is likely to be in the order of £550k. This report is seeking an addition to the HRA capital programme of £355k to be funded from HRA revenue underspends.

**2.2. Goscote House Demolition** It is projected that all tenants will have been moved out of the block by Autumn 2019. We are now able to procure a demolition contractor, with the expectation they will be in place in early 2020. Due to the very constrained nature of the site, it has been determined through specialist surveys that the safest method of demolition is to mechanically dismantle the main structure one floor at a time. This method of demolition will lead to an increased programme of around 24 months, which will inevitably lead to additional project costs. Further detail will be provided when specialist surveys are complete, and all elements of this approach costed.

**WORK PROGRAMMES****1. Summary**

- 1.1 As stated in the cover report, work programmes are minor works or similar on-going schemes where there is an allocation of money to be spent during a particular year. Monitoring of work programmes focusses on whether the money is spent in a timely fashion.

<b>Department /Division</b>	<b>Approved to spend in 19/20 £000</b>	<b>2019/20 Spend to Date £000</b>	<b>Forecast Slippage £000</b>	<b>Forecast Over/(under) Spend £000</b>
Planning, Development & Transportation	18,321	723	10,365	0
Tourism, Culture & Inward Investment	1,445	856	0	0
Neighbourhood & Environmental Services	679	192	0	0
Estates & Building Services	2,083	74	0	0
Housing General Fund	5,098	636	0	(200)
LLEP	0	0	0	0
Children's Services	8,123	288	237	(90)
<b>Total (excluding HRA)</b>	<b>35,749</b>	<b>2,769</b>	<b>10,602</b>	<b>(290)</b>
Housing Revenue Account	35,451	8,874	278	0
<b>Total (including HRA)</b>	<b>71,200</b>	<b>11,643</b>	<b>10,880</b>	<b>(290)</b>

## 2. Summary of Individual Work Programmes

Work Programme	Dept/ Division	Approved £000	2019/20 Spend to Date £000	Forecast Slippage £000	Forecast Over/(under) Spend £000
Transport Improvement Works	CDN (PDT)	9,596	351	7,365	0
Bus Engine Retrofitting (DFT funded)	CDN (PDT)	619	5	0	0
Air Quality Action Plan	CDN (PDT)	2	0	0	0
Highways Maintenance	CDN (PDT)	2,486	87	0	0
Townscape Heritage Initiative - Business Grants	CDN (PDT)	563	101	0	0
Flood Strategy	CDN (PDT)	355	42	0	0
Festive Decorations	CDN (PDT)	54	2	0	0
Local Environmental Works	CDN (PDT)	25	25	0	0
Legible Leicester	CDN (PDT)	268	37	0	0
Parking Strategy Development	CDN (PDT)	303	26	0	0
Leicester Strategic Flood Risk Management Strategy	CDN (PDT)	3,706	23	3,000	0
Potential Strategic Development Sites Assessment	CDN (PDT)	41	0	0	0
Architectural & Feature Lighting	CDN (PDT)	100	0	0	0
Front Wall Enveloping	CDN (PDT)	153	24	0	0
Replacement Doors & Windows St Saviours Rd	CDN (PDT)	50	0	0	0
Enterprising Leicester Loans	CDN (TCI)	20	0	0	0
Heritage Interpretation Panels	CDN (TCI)	302	0	0	0
Retail Gateways	CDN (TCI)	85	63	0	0
Arts & Museum Security Improvements	CDN (TCI)	40	0	0	0
Collaborate Business Project - Business Grants	CDN (TCI)	318	113	0	0
Cultural investment programme	CDN (TCI)	680	680	0	0
Parks Plant and Equipment	CDN (NES)	152	0	0	0
Replacement Tree Planting	CDN (NES)	86	0	0	0
CCTV Upgrade - Infrastructure	CDN (NES)	306	170	0	0
CCTV Upgrade - Neighbourhood Facilities	CDN (NES)	90	22	0	0
Street Scene Improvements	CDN (NES)	45	0	0	0
Euston Street Store	CDN (EBS)	330	2	0	0
Property Maintenance	CDN (EBS)	1,619	2	0	0
Energy Fund - Pool Covers	CDN (EBS)	84	70	0	0
Beaumont Park Depot Rd & Related works	CDN (EBS)	50	0	0	0
Private Sector Disabled Facilities Grant	CDN (HGF)	2,363	295	0	0
Repayable Home Repair Loans	CDN (HGF)	300	28	0	(200)
Vehicle Fleet Replacement Programme	CDN (HGF)	2,435	313	0	0
School Capital Maintenance	ECS	5,982	288	237	(450)
BSF Schools' Landlord Lifecycle Fund	ECS	2,141	0	0	360
<b>Total (excluding HRA)</b>		<b>35,749</b>	<b>2,769</b>	<b>10,602</b>	<b>(290)</b>
Council Housing - New Kitchens and Bathrooms	CDN (HRA)	4,000	150	0	0
Council Housing - Boiler Replacements	CDN (HRA)	3,425	376	0	0
Council Housing - Rewiring	CDN (HRA)	1,760	225	0	0
Council Housing - Disabled Adaptations & Improvements	CDN (HRA)	1,465	67	0	0
Council Housing - Insulation Works	CDN (HRA)	100	6	0	0
Council Housing - External Property Works	CDN (HRA)	1,473	86	0	0
Council Housing - Fire and Safety Works	CDN (HRA)	1,492	175	0	0
Community & Environmental Works	CDN (HRA)	2,425	199	0	0
Affordable Housing - Acquisitions	CDN (HRA)	17,030	6,740	0	0
Affordable Housing - RPs & Others	CDN (HRA)	1,488	779	0	0
Northgate Business Systems Phase 2	CDN (HRA)	605	71	112	0
E-Communications (Mobile Working)	CDN (HRA)	188	0	166	0
<b>Total HRA</b>		<b>35,451</b>	<b>8,874</b>	<b>278</b>	<b>0</b>
<b>Total (including HRA)</b>		<b>71,200</b>	<b>11,643</b>	<b>10,880</b>	<b>(290)</b>

### **3. Commentary on Specific Work Programmes**

3.1 Explanatory commentary for work programmes not currently progressing as planned, or for which issues have been identified is provided below. For monitoring purposes this has been defined as any scheme where budgets have significantly changed, where spend is low or where material slippage is forecast.

3.2 **Transport Improvement Works** - The two major schemes within this block are Putney Road and Bus Pinch points.

The Putney Road scheme is now expected to start in Summer 2020 due to the complexity of the project. Procurement issues had arisen around the use of the new Midlands Highways Alliance Framework contract and the associated contractual terms, these have now been resolved. The delay in contract and the requirement to co-ordinate works with utility companies has resulted in a revised completion date.

The procurement issues associated with the Putney Road scheme have also impacted on the bus pinch point programme, now programmed to start Spring 2020. In particular, this has delayed the scheme to provide a new, direct bus exit from St Margaret's Bus Station to Burleys Way. Due to the nature of the work and the fact that both projects are funded under the National Productivity Investment Fund, it was our intention to award the works to the same contractor under the MHA Framework.

3.3 **Leicester Strategic Flood Risk Management Strategy** - This is a project within the Local Growth Fund programme which is led and managed by the City Council with delivery partners the Environment Agency and the Canal & River Trust (CRT). The programme of projects for 2019/20 has been agreed with partners, including the CRT projects slipped from 2018/19. There is slippage to 2019/20, mainly as the proposed Watermead Bridge may no longer proceed without the landowner's support. Alternative project options are being identified.

3.4 **Repayable Home Repair Loans** - These loans help to support people on low incomes to bring their properties up to a decent standard, enabling them to continue living within their own homes. This is a demand-led service and a drop in the number of applications has led to a forecast underspend of £200k.

3.5 **Schools Capital Maintenance** – The previously reported slippage is due to limited spend to date against 'production kitchens' whilst schemes are identified. Individual Access Needs works are now programmed into the current year. The earlier CCMP1/2 programme will be substantially complete within the next quarter. The more recent CCIP3 programme is on track for completion and on budget by 2020.

3.6 **BSF Schools' Landlord Lifecycle Fund** – This £4m programme of improvement works to secondary schools is already partially complete having commenced works in the 18/19 financial year. Secondary schools including Babington College, Moat Community College, and Hamilton Community College benefitted from heating and lighting improvements along with further internal works to improve the learning environment of the schools. New College has had significant works over the winter period to upgrade its heating control system which have now reached completion during this last financial quarter within the available budget.

Works are now underway and on site at Sir Jonathan North Community College, New College, Lancaster and Millgate School. These include the replacement of roofs,



windows, fire alarms and heating systems along with other internal improvements. Works are valued at £2.5m and are on schedule to complete within the 2019/20 financial year, predominantly by Period 9.

Overall and currently the programme is expected to complete within the financial year and within the allocated budget.

**PROVISIONS****1. Summary**

- 1.1 As stated in the cover report, provisions are sums of money set aside in case they are needed, where low spend is a favourable outcome rather than indicative of a problem.
- 1.2 As at the end of Period 3, the majority of the following budgets for capital provisions were unspent. The Children's Services Buildings provision has now been fully allocated to Barnes Heath residential home.
- 1.3 Normally provisions are there if needed. The sums below are for the 19/20 financial year.

<b>Provision</b>	<b>Dept/ Division</b>	<b>Approved £000</b>	<b>2019/20 Spend to Date £000</b>	<b>2019/20 Commit- ments £000</b>	<b>2019/20 Total £000</b>	<b>Remaining Budget £000</b>
Local Investment Fund Support	CDN (TCI)	181	0	0	0	181
Feasibility and Development Studies	CDN (PDT)	75	12	0	12	63
Empty Homes Purchase	CDN (HGF)	50	0	0	0	50
Adventure Playgrounds & Youth Centres	ECS	25	0	0	0	25
Early Years - Two Year Olds	ECS	156	0	0	0	156
<b>Total</b>		<b>487</b>	<b>12</b>	<b>0</b>	<b>12</b>	<b>475</b>

**PROJECTS SUBSTANTIALLY COMPLETE****1. Summary**

- 1.1 As at the end of Period 3, the following schemes were still in progress and nearing completion. The budgets are the unspent amounts from previous years' capital programmes, mainly as a result of slippage.

<b>Project</b>	<b>Dept/ Division</b>	<b>Approved £000</b>	<b>2019/20 Spend to Date £000</b>	<b>Forecast Slippage £000</b>	<b>Forecast Over/(Under) Spend £000</b>
ICT Investment - Phase 2 - Liquidlogic	ASC	190	0	0	0
Day Care Services at Hastings Road	ASC	19	0	0	0
Friars' Mill Phase 1	CDN (PDT)	26	0	0	0
Townscape Heritage Initiative	CDN (PDT)	169	0	0	0
Braunstone Hall	CDN (EBS)	106	6	80	0
9 Midland Street Acquisition	CDN (EBS)	6	0	0	0
Tower Block Redevelopment	CDN (HRA)	20	2	0	0
New School Places	ECS	1,588	0	0	(380)
Secondary School TMBs *	ECS	2,097	385	0	0
Children's Homes	ECS	33	0	0	0
Children's Services Contact Centres	ECS	23	0	0	0
Primary School TMBs	ECS	389	0	0	(373)
Waterside Primary School	ECS	428	0	0	0
Secondary School Places - PFI schools	ECS	4	0	0	0
Secondary School Places - Non-PFI schools	ECS	44	0	0	(44)
St Paul's Temporary Modular Buildings	ECS	219	0	0	(176)
<b>Total</b>		<b>5,361</b>	<b>393</b>	<b>80</b>	<b>(973)</b>

\*The outstanding budget on new school places projects largely relates to on-going rental costs for the agreed periods.

**POLICY PROVISIONS****1. Summary**

1.1 As at Period 3, the following policy provisions were still awaiting formal approval for allocation to specific schemes.

<b>Department/ Division</b>	<b>Policy Provision</b>	<b>Amount £000</b>
CDN (EBS)	Property Maintenance	1,124
CDN (PDT)	Economic Action Plan	6,064
CDN (PDT)	Air Quality Action Plan	729
CDN (PDT)	Local Environmental Works	400
CDN (PDT)	Ashton Green Infrastructure	400
CDN (EBS)	Commercial Property Acquisitions	1,927
CDN (HGF)	Vehicle Replacement Programme	1,415
ECS	New School Places	41,850
ECS	School Maintenance	3,688
ASC	Extra Care Schemes	6,700
<b>Total (excluding HRA)</b>		<b>64,297</b>
CDN (HRA)	New Affordable Housing (18/19 Programme)	1,388
CDN (HRA)	New Affordable Housing (19/20 Programme)	2,201
CDN (HRA)	Other HRA Schemes	300
<b>Total HRA</b>		<b>3,889</b>
<b>Total (including HRA)</b>		<b>68,186</b>

1.2 Releases from policy provisions since Outturn (reflected in the tables above) are listed below:

- £11,450k released for New School Places.
- £385k released from the Vehicle Replacement Programme provision for the purchase of ultra-low emission vehicles.

1.3 The Economic Action Plan Policy Provision includes £1,000k that has been committed for the Cultural Investment Programme, as per an executive decision taken on 23<sup>rd</sup> October 2018. This money will not be formally committed until all of the other funding for the scheme is in place.



## Overview Select Committee

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### **Equality Action Plan 2018/19 Progress Update and Draft Equality Action Plan 2019/20**

Date: 19<sup>th</sup> September 2019

Lead director: Miranda Cannon

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## Useful information

- Ward(s) affected: All
- Report authors: Hannah Watkins, Equalities Manager
- Author contact details: [Hannah.watkins@leicester.gov.uk](mailto:Hannah.watkins@leicester.gov.uk) tel. 0116 454 5811
- Report version number: 2

### 1 Summary

- 1.1 This report provides an update on progress against actions identified in the Equality Action Plan 2018/19 and an overview of the draft refreshed action plan for 2019/20.

### 2 Recommendations

- 2.1 That the Committee notes and makes comment on the progress made against the previous year's action plan
- 2.2 That the Committee notes and makes comment on the draft action plan for 2019/20.

### 3 Background Information

- 3.1 In 2018, Leicester City Council agreed its [corporate equalities strategy](#) which set out the council's commitment for progressing equality, diversity and human rights in Leicester over four years (2018 – 2022).
- 3.2 A supporting action plan for 2018/19 was also agreed, which underpinned 4 priority areas for work. A copy with progress updates against each action is attached as Appendix E1.
- 3.3 The 2018/19 action plan was based on key contextual factors such as the financial position of the Council, data and evidence such as local demographics and workforce analysis, national research findings and guidance, best practice examples, the knowledge and experience of the equalities team in their day to day work across the organisation and, importantly, employee engagement findings, as their understanding and actions shape the extent to which we are able to meet our Public Sector Equality Duty. The findings from the employee engagement have also been used to develop the updated action plan for 2019/20, as many of the issues raised required a longer-term approach which must be built upon year by year.
- 3.4 Overall, progress against the actions set out in the plan for 2018/19 has been good. However, there are key areas where a different approach has been required due to changes or a lack of evidence or, alternatively, where the work undertaken has been positive but now a more targeted approach is needed. These key areas have helped to form the basis for the draft action plan for

2019/20 (full copy attached as Appendix E2) and are summarised in the body of this report.

**Priority 1: Design, commission and deliver services that are accessible, inclusive and responsive to the needs of people and communities in Leicester**

- 3.5** The first area where further work has been identified for next year under this priority is digital inclusion. The aim for last year was to gain a more comprehensive understanding of the current provision across the city, including the city council's own provision and voluntary and community sector (VCS) provision. This was identified as a priority for the 2018/19 action plan due to the organisational commitment to making it easier for people to interact with the council digitally, in the context of digital transformation. In addition, the potential equalities implications of digital transformation were raised as the key concern by staff who participated in the engagement sessions when asked to prioritise which areas of their feedback required the most attention.
- 3.6** In terms of the update on the 2018/19 actions, due to limited progress in mapping the VCS provision (as a result of a low response rate) other areas of work have not progressed as quickly as anticipated. Although there have been difficulties with mapping VCS provision, work to map the Council's own provision has been effective. There is access to informal support and formal qualifications in IT and digital skills across the city. In the past year, Adult Skills and Learning have also introduced more targeted support for those who may face additional barriers or may be adversely impacted if they do not have basic digital skills - for example, targeted support for Universal Credit claimants has been introduced. There are opportunities to more effectively utilise/ expand upon our current offer (particularly the informal support provided in libraries) and communicate it more effectively with target groups. There are also opportunities to explore how the private sector may support this work. As a result, this area of work has been carried over to next year's action plan, in order to maintain the priority of digital inclusion in the equalities agenda.
- 3.7** The second area for further work under this priority is to build upon the work that we have done over 2018/19 to build capacity within the organisation to robustly assess the equalities impacts of service or policy change. This was included in the 2018/19 action plan based on feedback from staff about areas that they felt they needed to develop, in addition to a review of other evidence (such as the findings of the annual report on EIAs and mitigating actions) in addition to observations from the equalities team as to the overall quality of EIAs, services' and EIA authors' understanding of equalities and any process related issues. In the past year the equalities team have also undertaken a survey, which was sent to all staff who had undertaken an EIA during the prior 12 months, to find out what further support they required to feel confident in undertaking an effective equality impact assessment. The findings from this have further informed our staff development offer and the toolkit on our intranet pages.
- 3.8** Significant positive progress has been made in increasing staff confidence to undertake a good quality EIA - a rolling programme of equality impact assessment workshops commenced in April 2019 and there has been high

demand for these ½ day sessions. By the end of August 2019, 92 staff who have responsibility for undertaking equality impact assessments have participated. However, we recognise that there are areas of the organisation that have been underrepresented at these sessions and, therefore, more targeted work is required. This has been identified as an action for 2019/20. There is also the potential to deliver tailored workshops to decision makers within the organisation, including senior officers and elected members as a refresher on the requirements of the Equality Act 2010 and the Public Sector Equality Duty (PSED) and specifically the role of decision makers in relation to our statutory duties.

- 3.9** We have also identified that, although equality monitoring guidance and templates were introduced as part of actions for 2018/19, it is still an area where we receive a large number of queries and requests for support and therefore we have committed over the next year to continuing to raise awareness of the guidance and templates. In addition to the wider support offer, the team have provided individual 1-1 support on approximately 40 EIAs between October 2018 – May 2019 and have provided comments on the equalities implications on over 150 reports during this time, in addition to providing support and advice in relation to general enquiries, complaints and ad hoc briefings with staff teams. This day to day work contributes to supporting the organisation to achieve positive equalities outcomes and builds capacity within the organisation, as the team takes a coaching and supportive approach to working in partnership with other services on equality impact assessments and other projects.
- 3.10** In addition to the positive progress against the actions listed under this priority area in the previous action plan, we have also had a number of successes as a team which are not documented in the action plan.
- 3.11** For example, we have set up a BSL charter and deaf awareness working group who have had a number of successes. As a group we have delivered deaf awareness training to front of house and colleagues in front line services across the organisation, we have made significant progress towards procuring real time BSL interpretation using web chat for use in customer support and we have undertaken an audit of customer support at Granby Street where service users with varying degrees of hearing loss and different methods of communication made recommendations to make the environment and approach of staff more accessible to D/deaf people.
- 3.12** The team have also supported the council's work with Leicestershire Cares to promote staff volunteering as part of our corporate social responsibility, in addition to supporting employment opportunities such as placements and work experience for young people who are not in education, employment and training, care experienced young people and ex offender. The City Council won an award for 'outstanding contribution to employability' and was a finalist in the category for 'company of the year' at the Leicestershire Cares Awards 2019. The Equalities Team also co-ordinated 'Collect for Christmas' which was a drive for donations of 'starter packs' for people moving into accommodation after a period of having been homeless or vulnerably housed.



**3.13** A new area of work for 19/20 under this priority is the 'City Listening' project. This project aims to bring together women in neighbourhoods and communities across the city with the aim of reflecting on progress made and barriers to achievement for women living in contemporary Leicester. Data will be collected, analysed and presented to the Government Equalities Office (GEO) and can be used to inform the action plan for 2020/21.

**Priority 2: Raise awareness of equalities issues and tackle prejudices, both internally and externally**

**3.14** Positive progress has been made in raising awareness within the organisation in relation to hidden disabilities. We have promoted a number of case studies from staff with hidden disabilities, detailing some of the common misconceptions and raising awareness of some of the Council's support mechanisms as part of this and through the events that we have coordinated. We want to build on this work next year to pilot a 'lived experience' event and continue to raise awareness of disabilities, both visible and hidden with a refreshed communications plan.

**3.15** The team have provided significant support in organising employee group events with a range of speakers and workshops for staff to benefit from. These events have included a Disability Awareness event, Carers Awareness event and Time to Change event amongst others. For every event they undertake an evaluation in order to identify improvements for future events and to identify other areas of focus in terms of raising awareness of equalities issues within the workforce. In addition to internal events, we organised a community volunteering day for Interfaith week, where Christian and Muslim colleagues joined forces to undertake some work to improve the environment at Abbey Park and we have participated in the Pride parade 2018, carrying a banner to express 'Pride in our city's diversity' with members of the LGBT+ employee network and other colleagues.

**3.16** Another achievement in 2018/19 was the successful pilot 'Don't judge a book by its cover' (human library) event which encouraged staff with different backgrounds, identities and characteristics to share their stories with attendees at the event in order to tackle stigma and prejudices. The feedback from this event was excellent, although there were small numbers involved. We plan to expand on this concept and grow our pool of volunteers to reach a wider audience in 2019/20.

**Priority 3: Attract, recruit, retain and progress a diverse range of employees in a culture which celebrates diversity and inclusion.**

**3.17** We continue to identify further work to address the under representation of colleagues from a black or minority ethnic background (BME) at the most senior levels of the organisation. Last year, the plan included actions to better understand the issues. For 2019/20 a number of actions have been identified arising from this analysis.

**3.18** In addition to the corporate work related to workforce representation, we have started to undertake some partnership work with other health and social care organisations across Leicester, Leicestershire and Rutland to address shared

equality and inclusion issues across the health and social care workforce. As part of this, the city council are piloting a reverse mentoring programme which may be scaled up, dependent upon the findings of the evaluation from the first cohort at the end of 2019. This partnership work also includes rolling out joint masterclasses on Unconscious Bias and Professional Behaviour, which also fits with our internal organisational priorities.

**3.19** Internally, there is significant work currently being undertaken to design and eventually implement talent management tools. It is recognised that without adequate consideration, decisions relating to individuals' development can be influenced by unconscious biases and assumptions. In order to minimise the impact of bias, the equalities team have committed to work with Organisational Development to find ways in which we can both minimise the risk of bias through design of the tools and by increasing managers' awareness and understanding of the ways in which bias can influence their decisions and how they can address this.

**3.20** Last year, guidance for supporting trans staff was implemented. Queries and requests for support in understanding gender identity remain relatively frequent. Therefore, we want to continue to raise awareness of the guidance and deliver a masterclass for managers on understanding gender identity and practical advice on how to use the transitioning support plan template to best support their staff in the next year.

**Priority 4: Provide a working environment where employees are treated with fairness, dignity and respect**

**3.21** Under this priority we need to continue to progress the actions from 2018/19. A review of the evidence of the effectiveness of the dignity at work policy is underway and we will identify any themes for further investigation if required and actions to address any issues arising. We will also continue to support managers in understanding their responsibilities and how they can best support staff, but we will do this in a more targeted way (where opportunities for improved practise are identified) over the coming year. We have also committed to making improvements to the Access to Work and reasonable adjustment process for managers and employees to self-serve more easily including the implementation of a portal offer, based on feedback received over the past year.

**3.22** We have also undertaken a substantial amount of work to support the employee groups such as delivering workshop sessions, providing support with chairing meetings and supporting to deliver events either on behalf of the employee groups or in partnership with them.

**4. Financial implications**

The next steps outlined in the report do not have any apparent significant financial implications. However, the costs and funding of any specific actions that may arise should be carefully considered at the time.

Colin Sharpe, Head of Finance, tel. 0116 454 4081

## **5. Legal implications**

No legal implications arising from the report.

Julia Slipper, Principle Lawyer (Employment and Education) Legal Services tel. 0116 454 2284

There are no legal implications that arise from this report.

Mandeep Virdee, Solicitor, (Commercial Property and Planning Team)  
Legal Services, tel, 0116 454 1422

## **6. Climate change and carbon reduction implications**

There are no significant climate change implications associated with this report.

Aidan Davis, Sustainability Officer, tel. 0116 454 2284

## **7. Equalities implications**

Under the Equality Act 2010, public authorities have a Public Sector Equality Duty (PSED) which means that, in carrying out their functions, they have a statutory duty to pay due regard to the need to eliminate unlawful discrimination, harassment and victimisation, to advance equality of opportunity between people who share a protected characteristic and those who don't and to foster good relations between people who share a protected characteristic and those who don't.

In addition, the council has responsibilities as an employer under the Equality Act 2010.

Protected Characteristics under the Equality Act 2010 are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, sexual orientation.

The equality strategy and the supporting action plan support our work to not only ensure that we meet our statutory duties but also that we work to implement best practise where potential for improvements have been identified across a wide range of areas. The strategy and action plan are not exhaustive and does not aim to include all of the work that takes place across the council and city of Leicester, merely key areas of focus for the coming year. It is important that we continue improve our usual day to day activities, as well as making progress against actions identified in the plan in order to achieve positive equalities outcomes.

Hannah Watkins, Equalities Manager ext. 37 5811

**8. Background information and other papers:**

Appendix E1 Equality Action Plan 2018/19

Appendix E2 Draft Equality Action plan 2019/20

Progress update on Equality Action Plan 2018/19

Priority 1, Design, Commission and deliver services that are accessible, inclusive and responsive to the needs of people and communities in Leicester City Council								
Ref	Desired Outcome	Action	Lead Service Area	Lead Officer	Supporting Services	How will we measure success?	October 2018 Update	April 2019 Update
71 1a	Staff have the skills and awareness to be able to support digital inclusion for service users from across all protected characteristics , with a particular focus on service users who are older aged, have a disability or English is not their first language. Services are supported through digital change and being inclusive.	Provide training to key staff on IT and digital inclusion. Develop a 'digital champion' role and identify 'digital champions' within the organisation who will sit on a Digital Transformation Change working group that will work with the Digital Transformation board. Develop volunteering opportunities possibly in partnership with VCS organisations e.g. Leicestershire Cares, Age UK for LCC staff to support service users with learning basic IT skills.	Digital Transformation / Smart Cities and Equality Team	Hannah Watkins	Equality Team	Frontline staff in Customer Service Centre, libraries and neighbourhood centres have received training in basic IT skills and digital inclusion. There is at least one digital champion in each service area where there is a digital transformation project. 30 LCC staff have used their volunteering day to support older people, people who have a disability or those for whom English is not their first language to learn basic IT skills.	OD have started working on a staff digital competency framework and have agreed to share with DCPG DMT to ask their teams to use to self-assess and provide feedback on the framework.	The staff digital competency framework has been advertised for staff to complete. There have been changes to the Digital Transformation Team and the Smart Cities Team since the last update. 9 Libraries have volunteers providing basic digital skills training using the Learn My Way website. A digital champion programme is under consideration; however the approach has been taken to map the current provision so that we can fully understand the current picture before undertaking any further work. A report to TNS Board has been drafted detailing current provision with the view to discussing next steps.

1b	There is volunteer capacity in the community to support the digital inclusion agenda.	Work with community groups and charities who have identified digital inclusion as a priority area of work to develop a volunteer digital champions role. Set up a volunteer digital champion and service user group to act as a critical friend in providing feedback on Digital Transformation projects. Explore opportunities for digital inclusion projects which meet the aims of the PSED to be funded via crowdfunding platform Spacehive.	Voluntary & Community Sector Engagement Manager, Digital Transformation / Smart cities	George Ballentyn e	Equality Team and Adult Learning	There is a volunteer digital champions and service user group who act as a critical friend in relation to Digital Transformation projects. There is community interest in taking forward a digital inclusion project which meets the aims of the Public Sector Equality Duty. We have promoted digital inclusion projects at National Local Charities Day Dec 2018.	Questions have been drafted for VCS Citizen Space survey as part of the initial stages of a mapping exercise of VCS organisations offering digital access, training or support. Questionnaire due to be published at the end of September. The link to participate will be sent directly to VCS groups and organisations.	Low return rate for VCS survey, however we have collected some information ad hoc. Paper with current provision, outcomes of the VCS survey and discussion points for further work has been drafted and will be going to the TNS board meeting to identify how to make progress with this area of work.
1c	Staff are able to signpost new arrivals and other Leicester residents who do not speak English to where they are able to learn English in a variety of different ways e.g. conversation cafes, online	Information gathering exercise to establish what is available in the city (including third sector offer). Raise awareness with staff about the support available.	Equality - Internal offer, Voluntary and Community Sector Engagement - External offer	Hannah Watkins (internal) George Ballentyn e (external)	Communications , Community Languages	We know what language support is available across the city and we have promoted this to staff in order that they are able to signpost effectively.	"A brief list of private providers has been compiled inc. how they deliver and typical prices. Currently mapping school and college-based provision and the more informal type (e.g. "conversation cafes").	1c

1d	Managers can confidently and robustly assess the equalities impacts of service change, are able to identify mitigating actions where needed and are able to implement mitigating actions effectively	Introduce an improved equality toolkit which covers general equality and diversity awareness, demographics of Leicester, Equality Monitoring, Equality Impact Assessment, Equality in Procurement. Work with OD to identify training needs - e.g. deliver Equality Impact Assessment Workshops	Equality Team	Surinder Singh	Organisational Development	Feedback from managers about the usefulness of the toolkit. Feedback from managers about effectiveness of training/ workshops. Annual assessment of implementation and effectiveness of mitigating actions identified in Equality Impact Assessments reported to CMT.	A review of EIAs and their mitigating actions and report comments has been undertaken and report presented to CMT in September 2018 with a number of recommendations for improving the organisation's approach to Equality Impact Assessment. A survey has been drafted to gain feedback from those who have undertaken EIAs in the past 12 - 18 months re. their experience and suggestions for improvement in the support offered. This information will allow us to further develop the toolkit and develop some practical workshops for EIA authors. We	EIA survey was undertaken, and findings analysed. Findings have been used to inform our work on the toolkit and other support. Practical EIA workshops have been developed and pilot sessions are due to commence in April 2019. We will use the feedback from pilot sessions to refine the approach and continue to develop the offer in line with the type of support that colleagues feel they need. Log for reports and EIAs is up to date and allows us to review the work that the team have undertaken. Have delivered bespoke sessions to individual teams where required/ requested. Update 23.04.19 - Pilot EIA workshop has been run and amendments to the session made in line with feedback, three more sessions scheduled in before
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							have also committed to briefing CMT on their responsibilities in relation to EIAs.	Mid-June and have been advertised in face. 14.06.19 - Additional sessions for July - Nov have been scheduled.
1e	There is good quality and consistent equality monitoring information available to use for service improvement and in assessing the impacts of service change	Develop and implement a best practise approach to Equality Monitoring, including an updated Equality monitoring template and guidance.	Equality Team	Hannah Watkins	HR Policy and Projects, Communications	Managers are aware of the changes. Equality monitoring is updated as appropriate. Feedback from services who have implemented the best practise approach.	CMT paper making recommendations for improving the consistency with which the organisation equality monitors. Equality monitoring guidance has been developed and implemented. Best practise equality monitoring templates have been developed and implemented. The new guidance and templates have been promoted in FACE.	The new guidance and templates have been used by several services to update their approach, including online registration form for environmental services, transport development online forms. The guidance and forms have also been linked to from the new corporate volunteering guidance .
1f	Relevant services (e.g. leisure centres, school	Engage with relevant service areas and HR Policy and Projects to develop a policy and guidance.	Equality Team	Sukhi Biring	HR Policy and Projects	Policy and guidance implemented in relevant service areas by April 2019	Organisational policy and guidance on supporting trans staff has been	Policy and guidance on supporting trans staff in schools has been drafted and is



	admissions) are equipped to meet the need of transgender service users/ pupils						implemented. Including a transitioning support plan template. A trans inclusion toolkit has been developed in Childrens to provide guidance on supporting pupils. Currently working on a version of the supporting trans staff policy and guidance for staff in schools.	due to be implemented.
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**57** **Priority 2: Raise awareness of equalities issues and tackle prejudices, both internally and externally**

2a	Staff understand how to communicate in 'Plain English', are aware of the interpretation and translation policy and know how to access translation and interpretation for service users	Raise awareness of community languages via comms article in face and promote the new Plain English e-learning	Communication s	Dan Walton	Equality Team, Organisational Development	Quarterly communication about language needs, use of plain English and translation and interpretation service	Currently reviewing Plain English e-learning to launch.	Plain English E-learning has been reviewed - awaiting sign off from comms before promoting. Update 25.04.19 - comms are concerned with content and accessibility of learning pool. Decision made to take relevant information from the module and place it on the staff intranet. There will be an update in face in June once intranet page has been updated.
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2b	Staff and members of the public have a greater awareness and understanding of hidden disability	Internal campaign and external social media campaign has been run to raise awareness of hidden disability: 1. Mental Health Awareness Week 14th - 20th May 2018, 2. Deaf Awareness Week 15th - 21st May 2018, 3. National Diabetes Week 11th - 17th June 2018 4. Dyslexia Awareness Week 1st - 7th October 2018 5. Dyspraxia Awareness Week 8th - 15th October 2018 6. Crohns and Collitis Awareness Week 1st - 7th December 2018 7. Autism Awareness Week/ World Autism Awareness Day 2nd April 2019	Communications and Equality Team	Surinder Singh	Communications , Disabled Employees Group, Mental Health and Wellbeing Group	Internal communications on each hidden disability to raise awareness. Social Media Communications to replicate and raise awareness.	Staff case studies have been developed for Mental Health Awareness Week and Deaf Awareness Week. These have been promoted in FACE. They link to the support available at the Council e.g. health and wellbeing passport, Amica, employee groups etc. Surinder and Poppy (Comms) are currently working on Diabetes Awareness Week, Dyslexia Awareness Week and Dyspraxia Awareness Week. Have had trouble replicating on Social Media due to issues around consent of staff who have provided case studies and also being able to	All articles up to date and have been linked to relevant corporate support mechanisms. Have also included additional articles and case studies where staff have come forward to provide a case study, for example during Eating Disorders Week. Issues with replicating on social media have remained.
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							clearly link to events in the City.	
2c	Staff have a greater awareness and understanding of trans issues and managers are equipped to support trans employees	Implement and promote Transgender Policy and Guidance inc. transitioning template. Promote trans awareness e-learning.	Equality Team	Sukhi Biring	HR Policy and Projects, Communications , LGBT Employee Group, Organisational Development	Transgender policy and guidance has been implemented and promoted. Trans awareness e-learning has been promoted and at least 100 staff members have completed the training.	Transgender policy and guidance implemented and communicated via InContact. Have started reviewing the e-learning with the LGBT+ employee group.	LGBT+ group and Equality Team developed a display for transgender day of remembrance in November which was situated in the Reception waiting area at City Hall. A face article encouraging people to visit the display was published. Update 23.04.19 - Trans awareness e-learning has been reviewed and published. This has been communicated in face linked with IDAHOBIT (International day against homophobia, biphobia and transphobia)
2d	We have played a role in fostering good relations by raising awareness and tackling prejudices	Pilot a Human Library Event ( <a href="http://humanlibrary.org/">http://humanlibrary.org/</a> ) for staff to attend (with the view to holding further events which are open to the public, voluntary and community sector organisations to attend	Equality Team	Hannah Watkins	Communications , Disabled Employees Group, Mental Health and Wellbeing Group, Community and Voluntary Sector Engagement	Feedback about the event from those attending.	Scheduled in for early 2019. No action undertaken to date.	Face article and email to employee groups requesting volunteer books to complete registration form. Event scheduled for Thursday 9th May. Article in face on 17.04.19 promoting the event to the wider staff group and

		in the future if successful).						intranet page created. Update on 22.05.19 - event has now taken place, feedback was positive, debriefing with volunteers helped us to identify learning points which will be implemented for the next event.
<b>Priority 3: Attract, recruit, retain and progress a diverse range of employees in a culture which celebrates diversity and inclusion</b>								
3a	We have good quality information about our workforce which enables us to take appropriate action to make improvements in areas where we notice that there are issues with attracting, recruiting, retaining and progressing people with particular protected characteristics .	Implement new 'best practise' Equality Monitoring questions in recruitment portal and SAFE system (MyView). Write an article about why equality monitoring in employment is important. Once this has been achieved, promote in face and via employee groups to encourage staff to complete.	Equalites Team	Hannah Watkins	Human Resources Recruitment and Organisational Development, employee groups, Communications	New questions have been implemented on Recruitment Portal and SAFE (MyView). A communication has gone out in face. There has been an improvement in the levels of declaration.	New questions have been implemented as far as possible at this time - however there are constraints with the SAFE system which prevents using full best practise wording for monitoring questions. Article drafted about why monitoring and self declaration of PCs is important and this has been promoted in FACE. AK has sent an email reiterating and asking directors to encourage	Self declaration rate of diversity information was improved following communications asking staff to update their details. New HR system has not got the same wording as best practise equality monitoring templates due to system constraints, however efforts have been made to get it as close as possible and questions on sexual orientation and gender identity have been retained.

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3b

							their staff to update their diversity information on MyView. Have had a discussion with JA (recruitment) regarding incorporating equality monitoring as part of the recruitment policy review and into the new recruitment portal.	
3b	There is a proportionate representation of BME employees in Senior posts.	"Undertake recruitment analysis to understand the split of white/BME employees during recruitment.					3b	There is a proportionate representation of BME employees in Senior posts.

3c	We understand the impact of recruitment to senior posts from outside of the city (where there is a lower concentration of BME people than in the city) on the representation of BME employees in senior posts	Investigate the impact of recruitment to senior posts from outside of the city (where there is a lower concentration of BME people than in the city) on the representation of BME employees in senior posts	Organisational Development	Owain Turner	Equality Team	The impact of recruitment to senior posts from outside of the city (where there is a lower concentration of BME people than in the city) has been investigated and we have a greater understanding. We have identified a target for BME representation in Senior posts, which takes the findings into account.	As above. It has been identified that the organisation needs to consider how to 'grow our own' in order to improve representation of BME staff in senior positions. As part of a separate piece of work, an LLR equality partnership group which the City council sits on has secured 30k funding to be able to offer diversity and inclusion interventions aimed at increasing representation of PCs specifically in the health and social workforce.	"Actions we have now started;  * Unconscious Bias training for all recruiting managers when undertaking recruitment campaigns * Mandate that refresher recruitment training occurs annually (or at point of recruitment) * Development of Support Guidance for recruiting managers on panel make up, proportionate recruitment testing etc. provided at point of recruitment * Better collection and assessment of data covering candidate and recruitment panel profiles and recruitment decisions (in line with new recruitment system)
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							<p><b>LLR health and social care partnership work update -</b></p> <p>Reverse mentoring programme underway, 2 x Unconscious Bias 1/2 day workshops delivered. 3 x Professional Behaviour Workshops delivered. More workshops planned. Local Stepping Up programme secured and funded by East Midlands Leadership Academy.</p>	<p>* Anonymised application process</p> <p>* Reviewing the way in which Job Specs and person specs are written</p> <p>* Continue to challenging the requirement for professional qualifications as essential requirements in Job Descriptions"</p>
3d	We support the authority's commitment to improving employment opportunities for Looked After Children	Implement a guarantee that all Looked After Children (LAC) will have an interview when applying for apprenticeship roles within the organisation when they have successfully undertaken a Traineeship. Increase the opportunities for LAC and care leavers, particularly	Organisational Development, Post 16 Looked After Children Team, Connexions	Craig Picknell, Joanne Ives	Human Resources Recruitment	All LAC are guaranteed an interview when applying for apprenticeship roles within the organisation when they have successfully undertaken a Traineeship. We have considered other ways in which to increase the opportunities for LAC	Pilot of Sector based work academy for admin apprenticeships has just been piloted targeted on individuals unemployed. Now looking to concentrate down further to those individuals	Paper in development for LAC offer. This is being planned for Initial Management Mtg in April, full sign off in May. To carry over this action to next Action Plan

		those who are NEET (Not in Employment, Education or Training), to benefit from work experience and other employer/employability related activities within the city council in order to help their awareness of options and 'work ready' skills.				to benefit from work experience and other employer/employability related activities within the city council and implemented specific actions to achieve this.	who are NEET / LAC. Currently investigating other sectors.	
3e	There is a greater representation of young people in the workforce longer term.	"Continue work with the Young Employees Network, to develop an 'entry to employment offer' and to consider how we can retain graduates and apprentices post placement.					3e	There is a greater representation of young people in the workforce longer term.
3f	Recruitment processes are robust from an Equalities perspective and are free from unlawful discrimination	Undertake a review of job descriptions and recruitment processes, from an equalities perspective. Identify improvements to be implemented.	Equality Team	Hannah Watkins	Human Resources Recruitment	A review has been undertaken, improvements identified and implemented. Mechanisms for monitoring the effectiveness of any changes have been identified.	Have selected a random sample of adverts, JDs and person specs to review. Have contacted Jo Allen and currently awaiting access to recruitment system.	New recruitment system now in place, Jo Allen to provide overview to Hannah Watkins so JDs can be accessed.
<b>Priority 4: Provide a working environment where employees are treated with fairness, dignity and respect</b>								
4a	The Dignity at Work Policy has been embedded, managers are	Conduct a Dignity at Work staff survey and identify SMART actions to respond to the evidence.	HR Policy and Projects	Mandeep Judge	Equality Team , Employee Groups	A staff survey has been conducted and we have a greater understanding of where issues lie and	Dignity at work survey questionnaire in final stages of development –	We will assess existing employee data we hold around dignity at work.If any gaps in understanding are



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	confident to respond to bullying and harrasment and the policy is used consistently. We have an understandin g of bullying and harrasment within the organisation and respond to it effectively.					that actions that can be taken to make improvements. SMART actions for further work have been identified.	aiming to issue in September.	identified as part of this analysis, these will be addressed.
4b	Managers understand their responsibilities in relation to equality and diversity and take action to meet their responsibilities	Develop a diversity awareness training offer to managers. Develop a champion role for manager's who can provide advice and support to other managers in relation to the use of both the Health and Wellbeing Passport and the Carer's Passport. Pilot a Reverse Mentoring or 'walk in my shoes' buddy scheme where Senior Managers are mentored by Employee Group Members.	Equality Team	Hannah Watkins	Organisational Development, Employee Groups	There is a diversity training offer in place. There is a 'Passport champion' in each division. A 'Reverse mentoring' scheme has been piloted and feedback gained from participants.	Unconscious Bias e-learning has been reviewed and is due to be implemented. The Equalities Team have communicated the idea of passport champions to the employee groups and asked for those who had had a good experience with a passport to nominate their manager with their permission. Only one	Have approached the employee groups again to discuss a 'Passport Champions' programme and have requested nominations. There has been no uptake and limited further interest in it as a concept and, therefore, the decision has been made not to progress this. Reverse mentoring scheme is being piloted as part of LLR health and social care diversity and inclusion work programme. Mentors

							<p>volunteer has been put forward however. May need to consider approach to gaining volunteers or reassess whether people would find Passport Champions helpful.</p> <p>There is potential for a reverse mentoring scheme to be piloted as part of the LLR diversity and inclusion work programme with the 30k funding which has been secured. This is in the very early stages of planning - the project has been scoped, but we have not yet secured commitment from the organisation.</p> <p>Due to meet with relevant director at the end of</p>	<p>have been trained, currently scheduling mentee preparation prior to matching pairs.</p>
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							September to discuss.	
4c	Staff are aware of the support that is available to them	Clarify and promote the Time off for Dependents Policy. Promote the Health and Wellbeing and Carer's Passports and other initiatives more widely via face, face for noticeboards, employee groups. Use case studies to illustrate and promote how passports can be used to achieve positive outcomes. Promote Employee Groups.	Equality Team	Sonya King	Communications , HR Policy and Projects and Employee groups	Communications have gone out to staff about the Time off for Dependents Policy and about the Passports (inc case studies). There is staff feedback, employee group feedback which suggests that staff are more aware of the support that is available to them. Employee Groups have a brochure to make available to staff without PC or who need a paper version and the groups have been promoted electronically.	A report was taken to CMT on behalf of the carers support group with a number of recommendations including clarification of the time off for dependents policy. HR policy and projects were asked to take this forwards. The Council's support mechanisms have been promoted using a number of methods inc. FACE, it has been built into the Case Studies as part of our commitment to raising awareness of hidden disabilities, at events (we have put on workshops on how to use the Health and	Introductory session to the carers passport was delivered at the Carers Awareness Event and a more detailed session on support mechanisms with HR manager - this included case studies where attendees were asked to practise using the passport and identify other potential sources of support based on the case study, then there was a feedback session. Completed a similar session at the Mental Health and Wellbeing Time to Talk Event. There has been positive feedback on the sessions for both events. Regular face articles promoting the groups - particularly those with low attendance rates. Have attended apprenticeship inductions to raise awareness of the employee groups and provided materials.

							<p>Wellbeing passport at the Disability Awareness event in July and have a workshop planned for how to use the Carers Passport at the Carer's Awareness Event in September). We also put on an employee group event in May to promote the employee groups. All staff were invited to attend - the new Equality Action Plan was promoted at same event.</p>	<p>Employee groups have been invited to attend a corporate induction session about staff benefits on 23rd April and 19th June, promotional materials have also been provided for use at these events.</p>
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## Equality Plan Update

Leicester City Council Equality Action Plan 2019 – 2020

Priority 1, Design, Commission and deliver services that are accessible, inclusive and responsive to the needs of people and communities in Leicester City Council						
Ref	Desired Outcome	Action	Lead Service Area	Supporting Services	Lead Officer	How will we measure success?
1a	Staff working in roles involved with commissioning and procuring services have a good understanding of equalities and the equality impact assessment (EIA) process	Targeted delivery of EIA workshops to procurement	Equalities team	Procurement, ASC commissioning	Hannah Watkins	EIA workshops delivered to all staff who work in corporate procurement and ASC commissioning Evaluation of workshops, EIA and report log, EIA and mitigating actions report.
1b	Staff working in regulatory services have a robust understanding of equalities and equality impact assessment (EIA) and feel confident to apply relevant principles in practise. Staff working in regulatory services also have a robust understanding of their internal/ employment responsibilities (see action 4b)	Targeted delivery of EIA workshops to regulatory services. Targeted delivery of workshops about employment responsibilities and how to use organisational support mechanisms.	Equalities team and Human Resources (HR)	Regulatory services	Hannah Watkins and Louise Pinnock (for employment)	EIA workshops delivered to all staff who work in regulatory services. Evaluation of workshops. Follow-up with service area to see how knowledge has been applied as part of EIA and mitigating actions report. Workshops on employment responsibilities have been delivered to all staff who work in regulatory services. Evaluation of workshops.
1c	The organisation and senior leaders have a robust and consistent understanding of the Public Sector Equality Duty and what this means/ looks like in practise and in the context of decision making.	1. Continue to deliver a rolling programme of EIA workshops, 2. EIA template to be reviewed in line with feedback obtained from EIA workshops. 3. EIA workshops for decision makers to be delivered as part of development programme for elected members and to the executive. 4. EIA workshop for directors to be delivered to the corporate management team and senior management teams ad hoc as required.	Equalities team	Decision makers including senior officers and political leadership	Hannah Watkins	EIA template amended in line with feedback from equality impact assessment workshop sessions. EIA workshops delivered to the executive, elected members as part of the development programme and the corporate management team. One EIA workshop delivered per month to general workforce.

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Appendix E2

1d	The organisation has a clear and considered approach to digital inclusion.	<p>1. Develop and implement a stakeholder communications and engagement plan to raise awareness of current provision, including communications and engagement targeted at specific groups (see target groups below) and to promote the current provision with elected members, staff, VCS organisations and citizens. Communications plan for 19/20 to be developed by end July 2019. 2. Use evidence from the City Listening project 2019/20 to identify any themes/ specific barriers to digital access and inclusion, including any suggestions for how to remove those barriers. The City Listening project aims to bring together women in neighbourhoods and communities across the city with the aim of reflecting on progress made and barriers to achievement for women, particularly those who face multiple barriers to achievement and inclusion, living in contemporary Leicester. 3. Identify and engage directly with key VCS organisations. 4. Organisational Development to continue to work internally to improve the digital skills of</p>	<p>Action 1 and 3 - Equalities team and Adult Skills and Learning. Action 2 - Equalities team and neighbourhood services. Action 4. Organisational Development</p>	Communications	Hannah Watkins and Kerry Gray	Regular progress update against actions to Digital Transformation, relevant officers and lead member where appropriate.
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		staff, including developing a network of 'super users' to support improvement in digital skills within the organisation.				
1e	The 'city listening' project has improved our understanding of the barriers to achievement faced by women, particularly those who are more likely to be disadvantaged or marginalised, in contemporary Leicester. Community capacity and resilience is improved and the findings from the project have been used to inform the Equality Action Plan for 2020.	Delivery and evaluation of the City Listening Project.	Neighbourhood Services	Equality Team	Hetha Copland	The project has been delivered and the evaluation and findings have been reported to the Government Equalities Office and LCC's senior and political leadership. Findings from the project have been used to inform the Equality Action Plan for 2020.
1f	The organisation has a more robust understanding of how to undertake equality monitoring and how to use equality monitoring information to improve services.	Raise awareness of the guidance in place. Deliver ad hoc sessions on equality monitoring to areas where further support is required. Develop a rolling audit programme to review how services are using equality monitoring information and KPIs to assess service performance in terms of how accessible, inclusive and responsive services are and to support them to identify areas for improvement from an equalities perspective,	Equality Team	Communications	Sukhi Biring	Face article every quarter to raise awareness of corporate guidance and templates. Areas for further support have been identified and ad hoc sessions have been delivered.
1g	The organisation demonstrates its commitment to LGBT+ equality and progresses its work to support this.	Pilot the local LGBT+ Inclusion Award. Use as a tool to identify areas for further work.	Equalities team	LGBT+ employee group	Sukhi Biring	We have piloted the LGBT+ Inclusion Award which is due to be launched Summer 2019. We have used as a tool to audit our current progress towards LGBT+ equality and to identify any areas for

						further work. We have made progress on any actions arising from the LGBT+ Inclusion Award.
<b>Priority 2: Raise awareness of equalities issues and tackle prejudices, both internally and externally</b>						
Ref	Desired Outcome	Action	Lead Service Area	Supporting Services	Lead Officer	How will we measure success?
2a	We have continued to build upon our work to increase awareness of disabilities and, in particular, hidden disabilities including mental health conditions	Pilot a lived experience panel event to provide an opportunity for staff to increase their awareness of hidden disabilities and the support mechanisms available at the Council.	Equality team	Human resources, Employee groups	Surinder Singh	Lived experience panel and workshop on council support mechanisms has been delivered and evaluated for impact. We have developed an on going communications plan to support awareness raising over the next year.
2b	We continue to build upon our pilot 'Don't judge a book by it's cover' event by delivering training to build the capacity of volunteers to speak and story tell with impact. We expand upon the success of the pilot event by holding a further event, growing the number of volunteers we can call upon and exploring ways of better promoting the event to staff.	Hold another 'Don't judge a book by it's cover event' Deliver or commission training/ development to volunteers to speak and story tell with impact	Equality team	Human resources, Employee groups	Surinder Singh	Event delivered and evaluated, increased awareness of and attendance at event, increase in number of volunteers involved, event evaluation and evaluation of impact. Consideration as to how this might then be expanded to include VCS organisations.
2c	Celebrate International Women's day 2020, possibly linking with the City Listening Project.	To be informed by the project participants/ project findings	Neighbourhood services/ Equalities team	Dependent upon what activity is identified - may require support from other service areas or human resources.	Hetha Copland	To be confirmed.
<b>Priority 3: Attract, recruit, retain and progress a diverse range of employees in a culture which celebrates diversity and inclusion</b>						
3a	We have a robust understanding of our workforce and have identified and responded to any areas for improvement.	Undertake an analysis of the workforce as at 31.03.19 and identify actions over and above those set out in action 3b.	Human Resources		Owain Turner	Analysis has been undertaken and presented. Areas for improvement have been identified and actions implemented.



3b	We make progress towards our aim of achieving a proportionate representation of BME employees in senior posts and reduce the potential impact of bias on recruitment and access to development opportunities	<p>Actions identified following analysis of data specified in Action Plan 2018;</p> <ul style="list-style-type: none"> <li>* Unconscious Bias e-learning for all recruiting managers when undertaking recruitment campaigns</li> <li>* Mandate that refresher recruitment training occurs annually (or at point of recruitment)</li> <li>* Development of Support Guidance for recruiting managers on panel make up, proportionate recruitment testing etc. provided at point of recruitment</li> <li>* Better collection and assessment of data covering candidate and recruitment panel profiles and recruitment decisions (in line with new recruitment system)</li> <li>* Anonymised application process</li> <li>* Reviewing the way in which Job Specs and person specs are written (carried over from previous action plan 2018)</li> <li>* Continue to challenge the requirement for professional qualifications as essential requirements in Job Descriptions</li> </ul>	HR Recruitment	Equality Team, HR Policy and Projects	Joanne Allen	Explore whether we are able to monitor if Unconscious Bias and recruitment training has occurred. Evaluation of progress in comparison to findings from previous data analysis. We have an anonymised application process. A review of job descriptions and person specs has been undertaken and recommendations made.
3c	Work with partners to continue to build the understanding and capacity across health and social care	Deliver additional Unconscious Bias and Professional Behaviour	Leicester, Leicestershire and Rutland	Equality Team	Hannah Watkins	Deliver masterclasses to the remainder of the waiting lists and undertake evaluation to feed back

	organisations to address the barriers to inclusion in the health and social care workforce across Leicester, Leicestershire and Rutland.	masterclasses for health and social care staff in partnership with other LLR health and social care organisations	cross-organisational steering group, chaired by Hannah Watkins (city council) and colleague from Leicestershire partnership trust			to the funders of this work, Health Education England. Identify further opportunities/ funding to enable continued partnership work to address shared equality, diversity and inclusion priorities.
3d	Work with partners to continue to build the understanding and capacity across health and social care organisations to address the barriers to inclusion in the health and social care workforce across Leicester, Leicestershire and Rutland.	Continue to deliver the pilot reverse mentoring programme within health and social care, with a view to increasing sustainability of the programme and increasing numbers of participants, particularly mentees.	Leicester, Leicestershire and Rutland cross-organisational steering group, chaired by Hannah Watkins (city council) and colleague from Leicestershire partnership trust	Equality Team, Organisational Development	Hannah Watkins	Adequate number of mentees have applied to pair with mentors. Initial evaluation report on 1st cohort has been completed and presented to senior leadership. Train the trainer opportunity has been provided to increase sustainability of the programme.
3e	The talent management framework being developed by organisational development has taken account of barriers to achievement for people with different protected characteristic/s and implemented mitigations to reduce the impact of bias when utilising the framework and tool kit.	Work with organisational development to Equality Impact Assess the proposals for a talent management framework and put mitigations into place where a potential disproportionate negative impact is identified.	Organisational Development	Equalities Team	Suzanne Thompson	The proposals have been equality impact assessed and changes have been made to account for any issues identified. Mitigations have been put into place to address disproportionate negative impacts and monitored for effectiveness.
3f	Staff have a better understanding of gender identity and managers feel confident to support transgender and non-binary staff using the	Deliver 'understanding gender identity' masterclasses, including support to understand the organisational	Equalities Team and HR	Employee groups	Sukhi Biring	Evaluation and feedback

	organisational guidance and support plan template.	guidance and support plan. Identify any further actions required to progress LGBT+ equality (in particular trans equality) in the workforce by undertaking the LGBT+ Inclusion Award.				
3g	Recruitment processes are robust from an Equalities perspective and are free from unlawful discrimination	Undertake a review of job descriptions, person specifications and recruitment processes, from an equalities perspective. Identify improvements to be implemented. Provide equalities implication comments and support on individual decisions related to employment - e.g. entry to employment pathways	Equalities Team and HR	Human resources, service areas taking decisions about employment pathways	Hannah Watkins	Review of job descriptions, person specifications and recruitment processes completed and recommendations made for any further improvements required. Equalities implication comments provided on proposals for recruitment initiatives, including entry to employment.
3h	We support the authority's commitment to improving employment opportunities for Looked After Children	Increase the opportunities for Looked After Children and care experienced young people, particularly those who are NEET (Not in Employment, Education or Training), to benefit from work experience and other employer/employability related activities within the city council in order to help their awareness of options and 'work ready' skills.	Human Resources, Post 16 Looked After Children Team, Connexions	Craig Picknell, Joanne Ives	Craig Picknell, Joanne Ives	Bursaries for care leavers are implemented.
3i	There is a greater representation of young people in the workforce longer term.	"Continue work with the Young Employees Network, to develop an 'entry to employment offer' and to consider how we can retain			3i	There is a greater representation of young people in the workforce longer term.

		graduates and apprentices post placement.				
<b>Priority 4: Provide a working environment where employees are treated with fairness, dignity and respect</b>						
4a	Progress recommendations following review of evidence around dignity at work policy.	Actions to be informed by the review of evidence currently underway.	Human Resources	Equality Team	Jo Poynton	Actions have been identified and progressed.
4b	Targeted support for managers to effectively use organisational support mechanisms in areas of the council where there is evidence that further input is required. This includes organisation policies and support mechanisms such as the carer's passport, the health and wellbeing passport, stress support plan and other services that can be accessed by staff such as Amica.	To build upon the general work undertaken to date, by providing more targeted support for managers in areas of potential risk to enable them to understand and effectively use the council's support mechanism's. The previous action plan (2018/19) focused on providing support to those who had proactively booked onto an event, however we now intend to engage with areas that may not usually attend equalities events, workshops or training.	Human Resources	Equality Team	Louise Pinnock	Areas of risk have been identified by engaging with the employee groups and HR. Joint sessions facilitated by HR and Equalities have been delivered to those areas - to include a practical exercise and case studies.
4c	Implement improvements to the A2W and reasonable adjustment process to ensure that it is easy for managers and employees to self-serve where possible.	Implement portal for IT equipment. Update intranet pages to reflect how managers and employees can self serve whilst maintaining contact details for support on more complex cases.	IT support and buyers for portal and Equality Team for intranet update once portal implemented		Surinder Singh	Portal has been tested and implemented successfully. Intranet pages have been updated. Feedback as to ease of self service from managers and employees.
4d	The mental wellbeing of staff is effectively supported, and staff are aware of the support available. There is support in place for those who experience mental ill health. Stigma surrounding mental illness and talking about mental health is reduced.	Actions are set out in the Health and Wellbeing Action Plan. Actions include; Rollout of mental health workshops for managers, communication of leaders portal to access health and wellbeing tools including mental health,	Organisational Development	Mental Health and Wellbeing Employee Group, Equality Team	Emma Hodgkinson	"Measures are set out in health and wellbeing action plan. Measures include; Number of attendees on MH Workshops

		<p>promotion of Amica services via regular communications, healthy workplace survey - Review of questions to align to the H&amp;WB framework, promotion of Remploy Mental Health Support Service (Trial), develop a communications plan for review at the health and wellbeing group to increase communications re: Mental Health (e.g. world mental health day etc)</p>				
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## Leicester City Council Scrutiny Review

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### THE VIABILITY OF A COMMUNITY LOTTERY

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A review of the Neighbourhood Services Scrutiny Commission

4<sup>th</sup> September 2019

## **Background to scrutiny reviews**

Determining the right topics for scrutiny reviews is the first step in making sure scrutiny provides benefits to the Council and the community.

This scoping template will assist in planning the review by defining the purpose, methodology and resources needed. It should be completed by the Member proposing the review, in liaison with the lead Director and the Scrutiny Manager. Scrutiny Officers can provide support and assistance with this.

In order to be effective, every scrutiny review must be properly project managed to ensure it achieves its aims and delivers measurable outcomes. To achieve this, it is essential that the scope of the review is well defined at the outset. This way the review is less likely to get side-tracked or become overambitious in what it hopes to tackle. The Commission's objectives should, therefore, be as SMART (Specific, Measurable, Achievable, Realistic & Time-bound) as possible.

The scoping document is also a good tool for communicating what the review is about, who is involved and how it will be undertaken to all partners and interested stakeholders.

The form also includes a section on public and media interest in the review which should be completed in conjunction with the Council's Communications Team. This will allow the Commission to be properly prepared for any media interest and to plan the release of any press statements.

Scrutiny reviews will be supported by a Scrutiny Officer.

### **Evaluation**

Reviewing changes that have been made as a result of a scrutiny review is the most common way of assessing the effectiveness. Any scrutiny review should consider whether an on-going monitoring role for the Commission is appropriate in relation to the topic under review.

**For further information please contact the Scrutiny Team on 0116 4546340**



To be completed by the Member proposing the review		
1.	<b>Title of the proposed scrutiny review</b>	<b>Scrutiny Review of ‘The Viability of a local Community Lottery’</b>
2.	<b>Proposed by</b>	Cllr Jean Khote, Chair of Neighbourhood Services Scrutiny Commission
3.	<b>Rationale</b> Why do you want to undertake this review?	<p>As budget pressures continue to grow on all aspects of the council’s work, there will continue to be an impact on the funding available for the voluntary &amp; community sector in Leicester. Therefore, new funding and income generation options need to be considered for the future.</p> <p>Many other councils are now operating or in the process of setting up a local Community Lottery as a means of accessing a new funding stream to support local good causes.</p> <p>Leicester City Council may want to consider the viability of a local Community Lottery as one option to raise funds for good causes.</p>
4.	<b>Purpose and aims of the review</b> What question(s) do you want to answer and what do you want to achieve? (Outcomes?)	<p>The purpose of this review is to highlight the potential risks, the benefits and the impacts involved for Leicester City Council in considering the option of a local community lottery.</p> <p>It is hoped that the following outcomes would be achieved:</p> <ul style="list-style-type: none"> <li>• Understanding of what a Community Lottery is</li> <li>• Consider what the impact a Community Lottery would have on a Leicester’s communities, including ethical and social implications as well as equalities implications</li> <li>• Understand what the resource implications for setting up and maintaining the Lottery are</li> <li>• Consider how current Council strategies and funding support for the VCS would impact having such a lottery system</li> </ul>

5.	<p><b>Links with corporate aims / priorities</b> How does the review link to corporate aims and priorities?</p>	<p>This review topic links into the support for the city's <i>neighbourhoods and communities</i>.</p> <p>Consideration to be given to:</p> <ul style="list-style-type: none"> <li>• The council's commitment to anti-poverty and the current work to develop an Anti-Poverty Strategy</li> <li>• The recent Scrutiny review into 'The Impact of Gambling on Vulnerable Communities'</li> <li>• Existing support for the voluntary and community sector for example via Crowdfund Leicester</li> </ul>
6.	<p><b>Scope</b> Set out what is included in the scope of the review and what is not. For example which services it does and does not cover.</p>	<p>The review will include:</p> <ul style="list-style-type: none"> <li>• the financial aspects and impacts</li> <li>• the ethnical and social implications</li> <li>• the resource implications</li> <li>• the risks and benefits to the council and the community</li> </ul> <p>The review will <b>not</b>:</p> <ul style="list-style-type: none"> <li>• set out a methodology of how to implement a community lottery, it will only consider the viability of having one.</li> </ul>
7.	<p><b>Methodology</b> Describe the methods you will use to undertake the review.</p> <p>How will you undertake the review, what evidence will need to be gathered from members, officers and key stakeholders, including partners and external organisations and experts?</p>	<p>The review evidence gathering will include:</p> <ul style="list-style-type: none"> <li>• Best practice and experience of other councils</li> <li>• Relevant supporting research reports and documents</li> <li>• Views of councillors re: impacts to wards</li> </ul>
	<p><b>Witnesses</b> Set out who you want to gather evidence from and how you will plan to do this</p>	<ul style="list-style-type: none"> <li>• LCC Financial and Community Services lead directors</li> <li>• LCC Lead Executive Members (e.g. Cllr Clair, Cllr Russell)</li> <li>• Council's regulatory responsibilities and impacts – lead directors</li> <li>• Council support for VCS – lead officers</li> <li>• Evidence from other councils</li> </ul>
8.	<p><b>Timescales</b> How long is the review expected to take to complete?</p>	Two months
	Proposed start date	October 2019
	Proposed completion date	End of December 2019

9.	<p><b>Resources / staffing requirements</b></p> <p>Scrutiny reviews are facilitated by Scrutiny Officers and it is important to estimate the amount of their time, in weeks, that will be required in order to manage the review Project Plan effectively.</p>	<p>The review can be conducted within the resources of the scrutiny team. It is estimated a total of three weeks of collective time over the proposed period will be required to support the review and prepare the report.</p>
	<p>Do you anticipate any further resources will be required e.g. site visits or independent technical advice? If so, please provide details.</p>	<p>No outside technical advice is envisaged to be needed.</p>
10.	<p><b>Review recommendations and findings</b></p> <p>To whom will the recommendations be addressed? E.g. Executive / External Partner?</p>	<p>ALL recommendations will be directed to the City Mayor and Executive.</p>
11.	<p><b>Likely publicity arising from the review</b> - Is this topic likely to be of high interest to the media? Please explain.</p>	<p>It is expected that this review will generate medium media interest and the Lead Directors, the Executive lead and the council's communications team will be kept aware of any issues that may arise of public interest.</p>
12.	<p><b>Publicising the review and its findings and recommendations</b></p> <p>How will these be published / advertised?</p>	<p>There will be a review report that will be published as part of the commission's papers on the council's website.</p>
13.	<p><b>How will this review add value to policy development or service improvement?</b></p>	<p>The review hopes to set out clearly the potential impacts, the risks and the possible benefits of a local community lottery option.</p>

<b>To be completed by the Executive Lead</b>		
<b>14.</b>	<p><b>Executive Lead's Comments</b></p> <p>The Executive Lead is responsible for the portfolio so it is important to seek and understand their views and ensure they are engaged in the process so that Scrutiny's recommendations can be taken on board where appropriate.</p>	<p>I am happy to be part of this review taken up by the Neighbourhood Services Scrutiny Commission</p> <p>Councillor Piara Singh Clair, Deputy City Mayor</p>
<b>To be completed by the Divisional Lead Director</b>		
<b>15.</b>	<p><b>Divisional Comments</b></p> <p>Scrutiny's role is to influence others to take action and it is important that Scrutiny Commissions seek and understand the views of the Divisional Director.</p>	<p>Local lottery schemes have attracted significant negative media elsewhere in the country. Careful consideration needs to be given to align with the Council's key strategic priorities, particularly anti-poverty.</p>
<b>16.</b>	<p><b>Are there any potential risks to undertaking this scrutiny review?</b></p> <p>E.g. are there any similar reviews being undertaken, on-going work or changes in policy which would supersede the need for this review?</p>	<p>Negative publicity, conflict with gambling scrutiny review and conflict with the emerging anti-poverty strategy.</p>
<b>17.</b>	<p><b>Are you able to assist with the proposed review? If not please explain why.</b></p> <p>In terms of agreement / supporting documentation / resource availability?</p>	<p>Yes, research resource will be available</p>
	<b>Name</b>	Alison Greenhill
	<b>Role</b>	Director of Finance
	<b>Date</b>	22 August 2019

<b>To be completed by the Scrutiny Support Manager</b>		
<b>18.</b>	<p><b>Will the proposed scrutiny review / timescales negatively impact on other work within the Scrutiny Team?</b> (Conflicts with other work commitments)</p>	<p>It is anticipated that there will no adverse impact on the scrutiny team's work, to support this review but it must be anticipated that there may need to be some prioritising of work done during the time of this review.</p>
	<p><b>Do you have available staffing resources to facilitate this scrutiny review? If not, please provide details.</b></p>	<p>The review can be adequately support by the Scrutiny Team as per my comments above.</p>
	<p><b>Name</b></p>	<p>Kalvaran Sandhu, Scrutiny Support Manager</p>
	<p><b>Date</b></p>	<p>21/08/19</p>



**Overview Select Committee**  
**Draft Work Programme 2019 – 2020**

Meeting Date	Topic	Actions Arising	Progress
20 Jun 19	1) Tracking of petitions 2) Implementing the City Mayor’s Manifesto Update 3) Questions to City Mayor 4) Revenue Budget Monitoring Outturn 2018/19 5) Capital Budget Monitoring Outturn 2018/19 6) Income Collection April 2018 - March 2019 7) Review of Treasury Management Activities 2018/19 8) Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities 9) Scrutiny Work Plan 2019-20	4) A number of queries related to the finance reports to be answered via email. 8) A report on the implications of this report to come back to scrutiny. 9) Smart City Strategy to be added to OSC agenda.	4) Emails being actioned 8) Added to Sep 9) Moved to Jan
19 Sep 19	1) Tracking of petitions 2) Questions to City Mayor 3) Revenue Budget Monitoring P3 4) Capital Monitoring Report P3 5) Equality Strategy and Action Plan – Update 6) Scoping document: NSCI scrutiny Commission: the viability of a community lottery 7) Scrutiny work plan 2019/2020		

Meeting Date	Topic	Actions Arising	Progress
28 Nov 19	1) Tracking of petitions 2) Questions to City Mayor 3) Revenue Budget Monitoring P6 4) Capital Monitoring Report P6 5) Treasury Performance 6) Income Collection Performance 7) LCC's Position on Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities 8) Draft Scrutiny Annual Report 2018/19 9) Local Plan consultation		
16 Jan 20	1) Tracking of petitions 2) Questions to City Mayor 3) Draft General Fund Revenue Budget 2020/21 4) Workforce Profile 5) Smart Cities Report		
5 Mar 20	1) Tracking of petitions 2) Questions to City Mayor 3) Treasury Strategy 2019/20 4) Investment Strategy 5) Revenue Budget Monitoring P9 6) Capital Monitoring Report P9		
30 Apr 20	1) Tracking of petitions 2) Questions to City Mayor		



## Forward Plan Items

Topic	Detail	Proposed Date
Workforce initiatives relating to the Equality Strategy and Action Plan	Follow-on work from the September ESAP report	November 2019/January 2020
Digital Transformation		
Health and Wellbeing Strategy		
Prevent Strategy		
Homelessness Strategy		
Emergency Planning		
Revenue Budget Monitoring Outturn 2019/20		June 2020
Capital Budget Monitoring Outturn 2019/20		June 2020
Income Collection April 2019 - March 2020		June 2020
Review of Treasury Management Activities 2019/20		June 2020

