

DATE:
MY REF:
YOUR REF:
CONTACT:
TEL NO:
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3 June 2025
Scrutiny Commission

Democratic Services
0116 272 7640
committees@blaby.gov.uk

To Members of the Scrutiny Commission

Cllr. Nick Brown (Chairman - Scrutiny Commissioner)
Cllr. Neil Wright (Vice-Chairman - Scrutiny Commissioner)

Cllr. Royston Bayliss
Cllr. Adrian Clifford
Cllr. Stuart Coar
Cllr. Luke Cousin

Cllr. Roy Denney
Cllr. Susan Findlay
Cllr. Janet Forey
Cllr. Antony Moseley

Cllr. Tracey Shepherd
Cllr. Matt Tomeo
Cllr. Maggie Wright

Dear Councillor,

A meeting of the **SCRUTINY COMMISSION** will be held in the Council Chamber on **WEDNESDAY, 11 JUNE 2025** at **5.30 p.m.** for the transaction of the following business and your attendance is requested.

Yours faithfully



Gemma Dennis
Corporate Services Group Manager & Monitoring Officer



AGENDA

1. Apologies for absence.
2. Disclosures of Interests from Members
To receive disclosures of interests from Members (ie. The existence and the nature of those interests in respect of items on this agenda).
3. Minutes (Pages 3 - 6)
To approve and sign the minutes of the meeting held on 2 April 2025 (enclosed).
4. Kerbside Waste Collection Policy (Pages 7 - 16)
To consider the report of the Neighbourhood Services & Assets Group Manager (enclosed).
5. Cabinet Executive Response to Scrutiny Recommendations: Administrations 2025-26 Draft Budget Proposals (Pages 17 - 24)
To consider the report of the Senior Democratic Services & Scrutiny Officer (enclosed).
6. Scrutiny Work Programme
The draft 2025/26 Work Programme will be circulated separately.
7. Consideration of Forward Plan Items (Pages 25 - 32)
8. Further Actions for Scrutiny arising from Meeting

SCRUTINY COMMISSION

Minutes of a meeting held at the Council Offices, Narborough

WEDNESDAY, 2 APRIL 2025

Present:-

Cllr. Nick Brown (Chairman - Scrutiny Commissioner)
Cllr. Neil Wright (Vice-Chairman - Scrutiny Commissioner)

Cllr. Luke Cousin
Cllr. Susan Findlay

Cllr. Janet Forey
Cllr. Antony Moseley

Cllr. Matt Tomeo

Officers present:-

| | |
|-------------------|---|
| Marc Greenwood | - Executive Director - Place |
| Sandeep Tiensa | - Senior Democratic Services & Scrutiny Officer |
| Nicole Cramp | - Democratic & Scrutiny Services Officer |
| Avisa Birchenough | - Democratic Services & Scrutiny Officer |

Apologies:-

Cllr. Royston Bayliss, Cllr. Adrian Clifford and Cllr. Roy Denney

260. DISCLOSURES OF INTERESTS FROM MEMBERS

No disclosures were received.

261. MINUTES

The minutes of the meeting held on 12 February 2025, as circulated, were approved and signed as a correct record.

262. **CORPORATE PLAN UPDATE**

The Chairman Cllr. Nick Brown welcomed the Executive Director (Place) to the meeting. The Executive Director provided an update to Members which covered the following points:

- Examples of 2024/25 achievements, e.g. health festival and solar panels at the depot.
- Strategic objectives
- Measures for success
 - Corporate indicators tracked through iPlan
 - Service plans
 - Qualitative analysis
 - Partnership measures
 - Resident feedback
 - Business and Partnership feedback interaction
 - Growth of key sectors in the District

Cllr. Nick Brown questioned the impact of Local Government Reorganisation on the new corporate plan and if any projects had been paused as a result. The Executive Director responded that impact has been minimal to date and it was too early to pause any projects.

Cllr. Luke Cousin commented that the new plan did not have enough tangible detail and questioned what the new plan was delivering for residents. The Executive Director responded that some benefits for residents included:

- Increase in temporary housing
- EV charging – meeting the Council's net zero target
- Residents will have access to events throughout the year through the Tourism Growth Plan
- Residents will be able to access walking and cycling routes provided through Active Travel infrastructure
- Community Safety Partnership Action Plan will ensure areas are safer, and address any issues that arise

Cllr. Luke Cousin noting an action for the Communications Service, requested that the service review how the Council communicates with residents not online. Residents not online rely on Parish Councils who print and post local magazines and newsletters to their local residents.

Members discussed various ways that parishes communicate to residents and how the Council disseminates information to them. The Chairman added this item would be added to the Commissioners agenda for them to consider at their next meeting.

Cllr. Matt Tomeo queried how residents in Lubbesthorpe were informed of the upcoming leisure offer as there had been a delay in this action. Cllr. Matt Tomeo requested further engagement with residents on this and the

Chairman added this action would also be added to the Commissioners agenda for further consideration.

The Executive Director also responded, that further updates will be provided to the Commissioners on how the council communicates with residents not online and the leisure offer to Lubbethorpe.

The Chairman thanked the Executive Director for attending the meeting.

263. SCRUTINY TASK AND FINISH GROUP: REVIEW INTO RECRUITMENT AND RETENTION OF STAFF

Considered – report of the Senior Democratic Services & Scrutiny Officer.

Cllr. Neil Wright who chaired the task and finish group thanked the Service Managers who attended a meeting to provide their feedback, HR Officers who provided information and data to Scrutiny and Members of the group for their input.

DECISIONS

1. That the Scrutiny Task and Finish Group's final report and recommendation be approved.
2. That the report findings and recommendations be submitted to the meeting of Cabinet Executive on 12 May 2025.

Reason:

Scrutiny Commission has a mandate to consider reports from Task and Finish Groups and after discussion request changes to or endorse the report for submission to Cabinet and relevant partners as necessary.

264. SCRUTINY WORK PROGRAMME 2024-2025

Members accepted the updated Work Programme, noting the Scrutiny Work Programme Planning Session on 3 June 2025.

Following the announcement rejecting the HNRFI, the Chairman requested that a debrief be added to the Commissioners agenda, so that next steps could be discussed.

It was also agreed that the local policing item be considered for inclusion on the 2025/26 Work Programme.

265. CONSIDERATION OF FORWARD PLAN ITEMS

No items were raised for further information or examination.

266. FURTHER ACTIONS FOR SCRUTINY ARISING FROM MEETING

Items for Commissioners to consider at their next meeting:

- Consider how the Council communicates with residents not online.
- Lubbesthorpe leisure provision and engagement with local residents.
- HNRFI – next steps.
- Local Police – item to be considered by Commissioners for inclusion on the 25/26 Work Programme.

THE MEETING CONCLUDED AT 6.15 P.M.

Blaby District Council
Scrutiny Commission

Date of Meeting 11 June 2025
Title of Report **Kerbside Waste Collection Policy**
Report Author Neighbourhood Services Group Manager

1. What is this report about?

- 1.1 This report presents the new Kerbside Waste Collection policy which brings together the long standing existing waste collection practices and sets out the new arrangements for food waste collections.
- 1.2 The report also explains an operational change to the service vis-à-vis cardboard collection in that all cardboard must be contained within the recycling bin.

2. Recommendation(s) to Scrutiny Commission

- 2.1 For Scrutiny Commission to be fully informed of current waste collection practice; to note the contents of the report and endorse the policy.

3. Reason for Decision(s) Recommended

- 3.1 To bring together the existing practices in a single policy document
- 3.2 To set out clear expectations of what residents can expect from the service
- 3.3 To set out the new arrangements for food waste collections from 2026

4. Matters to consider

4.1 Background

The document provides a single policy document with appropriate links to capture the key activities of the entire waste service offer providing clarity on what residents can expect from the kerbside waste collection service and how it operates.

In addition to capturing long standing current practice the policy sets out the household provision for food waste collection following the simpler recycling reforms which reflects the current funding position and guidance from central government.

At the current time funding has been received for capital and transitional funding but the decision on revenue funding is still pending.

In January 2023 a loader from a nearby authority suffered a fatal injury after becoming entangled in the bin lifting mechanism at the rear of the vehicle prompting a thorough review of the practice of collecting cardboard presented next to the bin resulting in the proposal to insist on cardboard being presented wholly within the recycling bin.

4.2 Proposal(s)

For scrutiny to be fully informed of current waste collection practice; and to note the contents of the report and endorse the policy.

Key points to note from the policy:

- 1 x 23 litre food waste caddy will be provided per household (regardless of number of residents residing permanently at the property) AND replacements for new, damaged, or missing containers will be provided by the Council.
- 1 x 7 litre internal food waste caddies will be provided as a one off to each household funded through new burdens capital allocation. No replacements will be provided. Internal caddies can readily be sourced from online retailers and hardware stores.
- A starter pack of food waste caddy liners will be provided. Ongoing supply of liners will not be provided by the Council. Liners can be sourced by residents from online retailers. DEFRA have confirmed that new they will not support funding consumables such as caddy liners with new burdens funding.
- Change to the existing practice of permitting cardboard to be presented at the side of the recycling bin is being implemented as a non-negotiable control measure to eliminate the risk of loaders becoming entangled in bin lifting machinery — a risk highlighted by a fatal incident involving a waste operative. All cardboard must now be fully contained within the recycling bin to ensure safe, consistent handling.

4.3 Relevant Consultations

- Customer Services
- Environmental Services
- Communications
- Corporate Health and Safety Adviser
- Trade Unions
- Finance
- SLT
- Portfolio Holder
- Cabinet Executive

4.4 Significant Issues

All impacts are addressed within the Kerbside Waste Collection Policy attached at Appendix A.

4.5 In preparing this report, the author has considered issues related to Human Rights, Legal Matters, Human Resources, Equalities, Public Health Inequalities and there are no areas of concern.

Please note that the EDI impact assessment is yet to be completed and any issues highlighted through this process will be given full consideration.

5. Environmental impact

5.1 No significant impacts

6. What will it cost and are there opportunities for savings?

6.1 This report does not focus on costs of the service.

7. What are the risks and how can they be reduced?

7.1

| Current Risk | Actions to reduce the risks |
|--|--|
| That food waste service is not delivered | Solid governance at programme board with dedicated project manager and clearly defined workstreams contributing to key milestones and objectives with frequent review through Portfolio Holder meetings, project working group, project board, and programme board meetings. |
| Risk of fatal injury to loaders using bin hoists | Review of risk assessment to eliminate handling and loading of cardboard manually. |

8. Other options considered

8.1 Food waste – this is a statutory legal function from April 2026. Cardboard side waste – to continue to take side cardboard waste was considered and discounted due to crew safety concerns, blight on amenity, and poor quality recycling.

10. Background paper(s)

10.1 Appendix A – Kerbside Waste Collections Policy

11. Report author's contact details

| | |
|--|--------------------------------------|
| Paul Coates | Neighbourhood Services Group Manager |
| Paul.coates@blaby.gov.uk | 0116 2727615 |

Blaby District Council **Policy**

Blaby District Council – Kerbside Waste Collection Policy

| | | | | | |
|------------------------------|--------------------------------------|-------------------------|------------------------|-------------------------------------|-------------------------|
| Original Publish Date | [01/07/2017] | Review Frequency | Choose an item. | Current Version Publish Date | [00/00/00] |
| Approved By* | Choose an item. | Approval Date* | [00/00/00] | Version Number | [000] |
| Author Job Title | Neighbourhood Services Group Manager | Service Area | Neighbourhood Services | Document Register Reference | Request from iPlan Team |

*Approved by and 'approval date' are in relation to the most recent version.

| Review History | | | |
|----------------|-------------------------|------------------------|--|
| Version* | Reviewed By (Job Title) | Review Completion Date | Brief Description of Changes (add 'no changes required' if applicable) |
| | | | |
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*Version number remains the same if no significant changes are made upon review.

Document Definition / Approval & Review

Defining the document type and how it is approved and reviewed

Blaby District Council policies **‘outline a set of rules or principles that determine how the council (or services within the council) will operate’**.

Key published documents are approved for publication in line with the approval matrix illustrated in the [Key Published Document Procedure](#).

Unless agreed by exception, key published documents must be reviewed at least **every 3 years** from the date of approval.

Significant updates/changes must also seek reapproval in line with the approval matrix.

Scope

To what and to whom this policy applies

This Kerbside Waste Collections policy applies to all residents district wide

Terms & Definitions

Definition of any acronyms, jargon, or terms that might have multiple meanings.

| Term | Definition |
|----------------------------------|--|
| Waste Collection Authority (WCA) | Local authority that is responsible for collecting household waste from residential premises and for providing a commercial waste collection service to businesses. |
| Waste Disposal Authority (WDA) | Authority that is responsible for managing the disposal and treatment of household waste, often through contracted arrangements (for Leicestershire this is Leicestershire County Council) |
| | |
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| | |

Policy Sections

Section 1 Introduction – The purpose and reason for the policy.

A new Kerbside collection policy has been drafted which seeks to provide clarity to the following:

1. Brings together long standing and existing operational practices
2. Sets out the new arrangements for food waste collections
3. Clarifies cardboard to be placed inside the bin (not outside of the bin)

Section 2 – Introduction to Our Services

Blaby District Council (BDC) has a statutory duty to collect household refuse, recycling and food waste (from April 2026) material across the Blaby District.

BDC is the waste collection authority (WCA) and responsible for providing kerbside waste collections. Responsibility for the disposal, processing, and treatment of material lies with Leicestershire County Council (LCC) as the waste disposal authority (WDA).

Our Services

| Waste Type | Status | Bin Type / Colour | Frequency | More Information |
|------------|----------------------------|----------------------------|--|------------------------------|
| Refuse | Statutory | Green bin (with black lid) | Fortnightly | Website Link |
| Recycling | Statutory | Green Bin (with green lid) | Fortnightly | Website Link |
| Garden | Subscription based service | Green Bin (with brown lid) | Fortnightly – March to November (20 collections per subscription period) | Website Link |
| Food | Statutory | Grey Caddy | Weekly from April 2026 | Website Link |

Waste Collection Commitment

What the Council expects from you:

- You will put your bins out for collection on the public pavement next to your property, so they are highly visible and accessible
- You will put the correct bins out on your scheduled collection day by 6.30am
- You will put the right material in the right bin for safety and operational reasons to ensure your waste is collected
- You will take your bins back in as soon as possible after collection has been made and on the same collection day
- You will use the bins appropriately. For example, ensuring lids are fully closed to stop waste from escaping
- You will only place waste inside the bin (i.e. no waste by the side of the bin, commonly known as “side waste”)
- You will make your own arrangements to dispose of your waste if you did not present your waste on time or on the scheduled collection day.

What can you expect from the Council:

- We will collect your waste and recycling bins from the public pavement next to your property or as otherwise agreed by us
- We will return your bins to where they were collected from
- We will pick up any spillages we cause
- We will publish our waste collection calendars online
- We will adhere to our published service standards ([website link](#))

For all of 'Our Services' (Table 1), the following principles will apply:

- Residents should ensure all bins are put out on the public pavement next to the edge of your property (or at another point specified by the Council), with the handles facing towards the road by 6.30am on the day of collection. Bins placed on the public pavement, shouldn't cause an obstruction to pedestrians or vehicles. Lids should be fully closed and after collection bins should be promptly returned to your property.
- Bins which are deemed to be too heavy to move safely will not be emptied. It will be the responsibility of the resident to correct this to enable further collections. Blaby District Council operates a closed bin-lid policy (see point 5 for no side waste policy)
- All wheeled bins, food waste caddies, and any other containers provided by the council for waste collection remain the property of the council. They should remain with the property even if the occupancy changes.

Section 3 – Bin Types and Provision

Materials accepted for collection

| Permanent Residents in Household | Refuse | | Recycling | | Garden* | Food |
|----------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--|---|
| | Standard Capacity – Free of Charge | Maximum Capacity – One Off Charge | Standard Capacity – Free of Charge | Maximum Capacity – One Off Charge | Subscription service – Charge per bin per year | Maximum Capacity – Free of Charge |
| Up to 3 | Medium 140 litre | Large 240 litre | Medium 140 litre | Large 240 litre | No limit on capacity | 1 x 7 Litre Internal Caddy 1 x 23 Litre External Caddy |
| 4 – 6 | Large 240 litre | Large 240 litre and Medium 140 litre | Large 240 litre | Large 240 litre and Medium 140 litre | No limit on capacity | 1 x 7 Litre Internal Caddy 1 x 23 Litre External Caddy |
| 7+ | Large 240 litre and Medium 140 litre | 2x Large 240 litre | Large 240 litre and Medium 140 litre | 2x Large 240 litre | No limit on capacity | 1 x 7 Litre Internal Caddy 1 x 23 Litre External Caddy |

| Collection | Permitted Materials |
|------------|------------------------------|
| Refuse | Website Link |
| Recycling | Website Link |
| Garden | Website Link |
| Food | Website Link |

[To find out more about what happens to your waste click here](#)

Contaminated Bins

Bins which contain non-permitted material will not be collected and a note put on the bin by the collection team explaining why.

It will be the resident's responsibility to remove this material before collections can resume. The bin will then be emptied on the next scheduled collection day.

Replacement Bins

We will replace bin(s) damaged through normal wear and tear and bins that are missing or stolen. The bin will be replaced 'like for like' with the same capacity.

Replacement bins are currently provided to residents at no cost. Charges for providing replacement bins may apply in the future and any changes to this policy will require approval by the Council's Cabinet Executive. The internal 7 litre food waste caddy will not be replaced by the Council, and will be the responsibility of the resident.

Assisted Collections

In cases where **all** residents in the household are not physically able to put their bins at the collection point, due to infirmity or disability, applications can be made for an Assisted Collection. This means that Council operatives will collect and return bins and containers directly from a property, from a place jointly agreed by the resident and the Waste Team.

A strict eligibility criteria applies and supporting evidence may be required and this will be reviewed periodically. Requests for assisted collections can be made by contacting the Council or visiting the website.

[Find out more information or you can arrange an assisted collection by clicking on this link or visiting our webpage](#)

Communal Bins

Where bins are required on a communal basis, as is often the case for apartment blocks or houses of multiple occupancy, BDC will determine the number and size of bins to provide based on maximum occupancy of the site. This is to be obtained from the developer or managing agent of the site. As a general rule BDC will aim to provide 70 litres of household waste per person per fortnight, although the number of bins provided may be restricted by the availability of space within the communal bin store.

Communal bins that contain non permitted materials will not be emptied. The removal of these materials will be the responsibility of the residents of the site, the managing agent, or the landowner. The council may collect contaminated recycling material as household waste (refuse) and such collections would be chargeable to the landowner or managing agent.

Bulky Items

If you are looking to dispose of unwanted household items that do not fit in the bin BDC offer a chargeable collection service from domestic properties within the district.

[To arrange a bulky waste collection and find out more information click here or visit our webpage](#)

Bulky Item collections are not available for businesses.

[To arrange a trade or business waste collection and find out more information click here or visit our webpage](#)

Clinical and Sharps Waste Disposal

Collection of yellow-bagged clinical waste can only be booked through a Doctor's Surgery, Health Centre or District Nurse

[To find out more information about clinical waste collections click here or visit our webpage](#)

Sharps (needles) waste collection service is available for residents who have yellow-lidded sharps boxes to be safely disposed of.

[To find out more information or arrange a sharps waste collection click here or visit our webpage](#)

Section 4 – Exemptions and Service Disruption

Exemptions to the standard service

In rare circumstances it may be that wheeled bins are unsuitable for some properties. For these properties the following services will be provided:

- a weekly food collection in a 23-litre caddy
- a fortnightly mixed recycling collection in clear sacks, and
- a fortnightly refuse collection in purple sacks. Sacks are delivered twice a year equivalent to the standard capacity wheelie bins.

In rare or exceptional circumstances the Council reserve the right to provide a variation to the normal service: for example, safety reasons or efficiency.

Service disruption

Where there are day changes caused by public holidays the Council will notify residents either by the online collection calendar, website, and/or social media of any planned day changes - [Waste and Recycling – Blaby District Council](#). The Refuse and Recycling calendars are made available online and updated annually.

For disruption that is caused by such events as severe weather, industrial action, force majeure the Council will endeavour to maintain scheduled waste collections. However, there may be circumstances where the Council has no option other than to suspend collections. In such circumstances the Council will communicate any suspensions or alternative collection arrangements that may be possible via email, the Council's website, social media channels etc.

Section 5 – New Developments and Planning

It is required that residential developers and planning officers consult with the Council's waste collection department to ensure the inclusion of appropriate waste and recycling storage and collection point facilities in all new developments.

The provisions of the policy on waste collection arrangements for new developments should be applied to all consultations and should be adhered to fully [at time of writing the policy on waste and new developments is being updated]

Section 6 – Policy Updates

This policy will be reviewed annually in conjunction with the Portfolio Holder. Any operational changes to this policy will need to be approved by the Portfolio Holder. Any large-scale changes to policy affecting all of the District's residents will require Cabinet Executive approval.

Section 5 – Equalities Impact Assessment

To be completed

Section 6 – Carbon Neutral / Net Zero Benefits

To be completed

**Blaby District Council
Scrutiny Commission**

Date of Meeting 11 June 2025
Title of Report **Cabinet Executive Response to Scrutiny
Recommendations: Administrations 2025-26 Draft
Budget Proposals**
Report Author: Senior Democratic Services & Scrutiny Officer

1. What is this report about?

- 1.1 To consider Cabinet Executive's response to scrutiny recommendations following the Administrations 2025-26 Draft Budget Proposals Working Group review.

2. Recommendation(s) to Scrutiny Commission

- 2.1 That the Scrutiny Commission considers Cabinet Executive's response.

3. Reason for Decision(s) Recommended

- 3.1 As set out in the Local Government and Public Involvement in Health Act 2007, it is the duty of the Executive to respond to Scrutiny reports and recommendations.

4. Matters to consider

- 4.1 Background

Scrutiny Commission submitted recommendations to Cabinet Executive on 24 February 2025.

In accordance with the provisions of Local Government and Public Involvement in Health Act 2007, the Cabinet Executive is required within 2 months of receipt of the Scrutiny report/recommendations to:

- Consider the report;
- Respond by identifying the action/s proposed in the light of it;
- Publish its response; and
- If Scrutiny has copied the report to a Member, the response is to be provided to the Member.

4.2 Proposal(s)

Appendix A to this report sets out Cabinet Executive's response including proposed action/s and the Blaby District Council Officer responsible for the action/s approved at the Cabinet Executive meeting held on 12 May 2025.

4.3 Relevant Consultations

Relevant Cabinet Executive Portfolio Holders and members of the Senior Leadership Team.

4.4 Significant Issues

None.

4.5 In preparing this report, the author has considered issues related to Human Rights, Legal Matters, Human Resources, Equalities, Public Health Inequalities, and Climate Local and there are no areas of concern.

5. Environmental impact

5.1 No Net Zero and Climate Impact Assessment (NZCIA) is required for this report.

6. What will it cost and are there opportunities for savings?

6.1 Not applicable.

7. What are the risks and how can they be reduced?

7.1 Not applicable.

8. Other options considered

8.1 There are no other options as this is a legal requirement set out in the Local Government and Public Involvement in Health Act 2007.

9. Appendix

9.1 Appendix A – Cabinet Executive response to Scrutiny Recommendations

10. Background paper(s)

Scrutiny Commission report to [Cabinet Executive 24 February 2025](#)

11. Report author's contact details

Sandeep Tiensa Senior Democratic Services and Scrutiny Officer
Sandeep.Tiensa@blaby.gov.uk 0116 272 7640

BLABY DISTRICT COUNCIL

Cabinet Executive Response to Scrutiny Recommendations on the Administrations 2025-26 Draft Budget Proposals

Date submitted to Cabinet Executive: 24th February 2025

Cabinet Member responsible for compliance with notice of requirement: Cllr Maggie Wright

| | Recommendation | Agreed YES/N O/IN PART | Cabinet Response including proposed action | Responsible Officer | Action by date |
|-----------|---|---------------------------------|--|---------------------------|-------------------|
| R1 | Scrutiny would be supportive of a 2.99% increase given the current financial uncertainty that local authorities face. | Yes | Cabinet welcomes the support of Scrutiny to increase Council Tax by 2.99%. | Executive Director (S151) | March 2025 |
| R2 | Scrutiny would welcome the opportunity to be consulted on any detailed local government reorganisation proposals as they emerge, including any requirement to increase resource to support the new Council. | Yes | A request for additional resources to support the Local Government Reorganisation is on the forward plan for Cabinet in May 2025. If there is any requirement to increase capacity further as we progress through the transition arrangements, this will be taken to Cabinet at the relevant time. Scrutiny will have the opportunity to engage in that process. | Executive Director (S151) | N/A |

| | Recommendation | Agreed YES/ O/ IN PART | Cabinet Response including proposed action | Responsible Officer | Action by date |
|-----------|--|------------------------------------|--|--|--------------------------------|
| R3 | That Scrutiny be consulted on any amendments to the prioritisation of key projects resulting from local government reorganisation and the Corporate Plan and associated Action Plan. | Yes | Delivery of the Blaby Plan continues supported by this years Corporate Action plan. Should there be any changes during the year, Council will be made aware. | Chief Executive | N/A |
| R4 | That Cabinet Executive uses iPlan as a platform to communicate the latest amendments to the Corporate Action Plan and reprioritisation of key projects arising as a result of local government reorganisation. | Yes | Iplan is used as a platform for all projects. Programme board regularly review key priority projects and will continue to do so. Members also have access to view Iplan. | N/A | N/A |
| R5 | Scrutiny would welcome an update on external funding shortfalls as early as possible. | Yes | External funding is only included in the budget where confirmation of the funding has been received. Should there be any significant changes in external funding during the year these will be detailed within the Quarterly Budget Review Report. | Financial Services Group Manager | In line with Quarterly report. |
| R6 | That Cabinet considers looking at investing in suitable, affordable properties outside of the District to continue to support the housing team and vulnerable residents. | Yes | Government advises wherever possible residents who are homeless should be housed within the District they are presenting at. Whilst this is not always possible for temporary provision, efforts are made to locate within the district as | Environmental Health, Housing and Community Services Group Manager | N/A |

| | Recommendation | Agreed YES/N O/IN PART | Cabinet Response including proposed action | Responsible Officer | Action by date |
|-----------|---|---------------------------------|--|--|-------------------|
| | | | soon as possible. We do however house outside the District if required. | | |
| R7 | That Scrutiny be notified should demand on the service increase resulting in the Housing Team requiring additional resource. | Yes | The demand on the Housing team is being closely monitored and reported via the IPlan system on a monthly basis. Any additional concerns relating to increasing case numbers and adequate resourcing will be raised in order that Cabinet can consider increasing resource should it be required. | Environmental Health, Housing and Community Services Group Manager | N/A |
| R8 | In order to address the shortfall in fees, that Cabinet considers solutions to diversify the use of car parks, including offering season tickets and permits. | Yes | The new order from the start of the year has already been expanded to include the ability to issue Permits within the car parks. Additional options for diversifying the car park use are also being considered. | Environmental Health, Housing and Community Services Group Manager | N/A |

| | Recommendation | Agreed YES/N O/IN PART | Cabinet Response including proposed action | Responsible Officer | Action by date |
|------------|--|---------------------------------|---|---|--------------------------------|
| R9 | That Cabinet reconsiders its aim of breaking even and set a realistic target that it could achieve. | No | The current car parking strategy that was approved by Full Council set the aim of trying to achieve break even on the cost of running the car parks within the District. Following a review of how the internal recharges are charged to car parks, the target is expected to be achieved. Updates on the Car Parking break-even position will be provided in the Quarterly budget review reports to Cabinet throughout the year. | Environmental Health, Housing and Community Services Group Manager | In line with Quarterly report. |
| R10 | As Power BI is established across services, Scrutiny is keen to understand its impact and where it has improved decision- making and requests that further reports be provided, clearly evidencing expected efficiencies/savings and improvements to service delivery. | Yes | A foundation for Business Information reporting using Power Bi has been established by the Performance and Information Team. Further work is planned to fully embed Power Bi and evaluate the impact. A report will be delivered to Scrutiny at the appropriate time. | Corporate Services Group Manager and ICT and Transformation Group Manager | TBC |

| | Recommendation | Agreed YES/ O/IN PART | Cabinet Response including proposed action | Responsible Officer | Action by date |
|------------|---|--------------------------------|--|---|-------------------|
| R11 | That consistent updates, including sufficient commentary are made to iPlan. | Yes | This is an ongoing action for Service Managers and Group Managers. Enhancements planned to Iplan during the year will increase consistency of reporting. | Corporate Services Group Manager and ICT and Transformation Group Manager | N/A |

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**BLABY DISTRICT COUNCIL
Forward Plan
FOR THE PERIOD: June to September 2025**

What is the Plan?

It is a list of the Key Decisions to be taken by the Cabinet Executive during the period referred to above. The Council has a statutory duty to prepare this document, in accordance with the Local Government Act 2000 (as amended). The Plan is published 28 clear days before a meeting of Cabinet Executive is to be held. The Plan is available to view at the Council's main offices in Narborough, or on the Council's website, www.blaby.gov.uk.

What is a Key Decision?

Definition of a key decision as detailed in Part 2 Article 11 of the Council's Constitution:

- Page 25
- (i) Is, in value, worth more than £50,000 of the annual revenue budget for the service or function or of the capital allocation to the scheme concerned, or
 - (ii) Has a significant impact because it either:
 - Affects individuals or organisations outside the District;
 - Affects individuals or organisations in more than one Ward; or
 - Will have a long term (more than 5 year) or permanent effect on the Council or District
 - (iii) Involves significant changes to the policy and budget framework (involves the adoption or amendment of a policy or strategy or to the budgets which the Executive has the power to adopt).

Who makes Key Decisions?

Under the Council's constitution, Key Decisions are made by:

- Cabinet Executive
- The Leader or Deputy Leader (in matters of urgency only)
- Individual officers acting under delegated powers. (it is rare for any decision delegated to an officer to be a Key Decision)

Are only Key Decisions published on the Plan?

The Council has a statutory obligation to publish Key Decisions in the Plan. However, the Council has voluntarily decided to list non-key Cabinet Executive and Council decisions as well. To clarify matters, Key Decisions will be identified on the Plan with a Yes, non-key decisions with a No.

What does the List tell me?

The List gives information about:

- Upcoming Key and Non-Key Decisions (identified by **Yes** or **No** next to them)
- Whether the decision will be made in public or private.
- When decisions are likely to be made.
- Who will make these decisions.
- Who you can contact for further information.

Who are the members of the Cabinet Executive?

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

| | | |
|-------------------------|--|--|
| • Cllr. Ben Taylor | Leader of the Council & Cabinet Executive | cllr.ben.taylor@blaby.gov.uk |
| • Cllr. Cheryl Cashmore | Deputy Leader, Finance, People & Transformation | cllr.cheryl.cashmore@blaby.gov.uk |
| • Cllr. Nick Chapman | Health, Community and Economic Development | cllr.nick.chapman@blaby.gov.uk |
| • Cllr. Nigel Grundy | Neighbourhood Services & Assets | cllr.nigel.grundy@blaby.gov.uk |
| • Cllr. Les Phillimore | Housing, Community Safety and Environmental Services | cllr.les.phillimore@blaby.gov.uk |
| • Cllr. Mike Shirley | Planning and Strategic Growth | cllr.mike.shirley@blaby.gov.uk |

What is the role of Overview and Scrutiny?

The Council's Scrutiny Commission's role is to contribute to the development of Council policies, scrutinise decisions of the Cabinet Executive and hold them to account and to consider any matter affecting Blaby District or its citizens. Dates of these meetings can be found on the Council's website.

Who do I contact, and how?

Each entry on the Plan indicates the names of the people to contact about that item. They can be contacted via the switchboard on 0116 275 0555.

Request to view Background Papers

Should you wish to request copies or extracts of any documents listed under the column entitled 'Background Papers', for items which are considered to be Key Decisions, please contact Democratic Services at, Blaby District Council, Desford Road, Narborough, Leicestershire, LE19 2EP. Please note that copies or extracts of documents which contain information of a confidential or exempt nature cannot be disclosed to the public.

Submission of Additional Documents

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

Confidential and Exempt Information

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

| Report Title and Expected Decision | Background Papers | Decision Maker | Date of Decision | Key Decision? | Report Available/ Portfolio Holder/ Contact Officer | Decision to be taken in public or private session? |
|---|------------------------------|---------------------------|-----------------------------|--------------------------|--|---|
|---|------------------------------|---------------------------|-----------------------------|--------------------------|--|---|

June 2025

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| <u>Air Quality Action Plan 2025-2030</u> To approve the draft Air Quality Action Plan 2025-2030 for appropriate consultation and submission to the Department for Environment, Food & Rural Affairs (Defra) and publication. | None | Cabinet Executive | 23 June 2025 | Yes | 13 June 2025 Councillor Les Phillimore Catherine Redshaw | Public |
| <u>Air Quality Annual Status Report</u> To approve the Air Quality Annual Status Report 2025 for appropriate consultation and submission to the Department for Environment, Food & Rural Affairs (Defra) and publication. | None | Cabinet Executive | 23 June 2025 | Yes | 13 June 2025 Councillor Les Phillimore Catherine Redshaw | Public |

| <u>Report Title</u> and Expected Decision | Background Papers | Decision Maker | Date of Decision | Key Decision? | Report Available/ Portfolio Holder/ Contact Officer | Decision to be taken in public or private session? |
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| <u>Annual Governance Statement</u> This report sets out the Annual Governance Statement for 2024/25. The Annual Governance Statement provides a review of the Council's governance arrangements that were in place for 2024/25 and also puts forward an assurance table and actions to further improve the Council's governance arrangements for 2025/26 for consideration and approval. Page 28 | Delivering Good Governance in Local Government Framework - CIPFA/SOLAC E 2016 Delivering Good Governance in Local Government Guidance Notes for English Authorities CIPFA/SOLAC E 2016 | Cabinet Executive | 23 June 2025 | No | 13 June 2025 Councillor Cheryl Cashmore Sarah Pennelli, Executive Director - S.151 Officer | Public |
| <u>Financial Performance 2024/25</u> This report sets out details of the Council's financial performance against the General Fund revenue budget, Business Rates Retention, Council Tax, and the Capital Programme for the year ended 31st March 2025. | None | Cabinet Executive | 23 June 2025 | Yes | 13 June 2025 Councillor Cheryl Cashmore Joanne Davis, Accountancy Services Manager | Public |

| Report Title and Expected Decision | Background Papers | Decision Maker | Date of Decision | Key Decision? | Report Available/ Portfolio Holder/ Contact Officer | Decision to be taken in public or private session? |
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| <u>Quarter 1 Treasury Management Update 2025/26</u> This report provides Members with an update on the Council's treasury activities for the quarter ended 30th June 2025, and the economic factors that have affected those activities. | None | Cabinet Executive | 23 June 2025 | No | 13 June 2025 Councillor Cheryl Cashmore Katie Hollis, Finance Group Manager | Public |
| <u>Appointments to Outside Bodies 2025/26</u> To consider and approve the appointments of Members to serve on Outside Bodies for 2025/26 | None. | Cabinet Executive | 23 June 2025 | No | 13 June 2025 Councillor Ben Taylor Sandeep Tiensa, Senior Democratic Services & Scrutiny Officer | Public |
| <u>Treasury Management Outturn 2024/25</u> The report reviews the Council's treasury management activities undertaken during the 2024/25 financial year and gives details of the prudential and treasury indicators for the same period. | None | Cabinet Executive Council | 23 June 2025 8 July 2025 | No | Cabinet Executive: 13 June 2025 Council: 27 June 2025 Councillor Cheryl Cashmore Katie Hollis, Finance Group Manager | Public |

| <u>Report Title</u> and Expected Decision | Background Papers | Decision Maker | Date of Decision | Key Decision? | Report Available/ Portfolio Holder/ Contact Officer | Decision to be taken in public or private session? |
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| <u>Modern Slavery Report 2025</u> Modern Slavery Report | None | Council | 8 July 2025 | No | 27 June 2025 Councillor Matt Tomeo, Councillor Cheryl Cashmore Sally Dorans, Customer Insight, Experience and Engagement Service Manager | public |
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September 2025

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| <u>A Strategic Guide to Empty or Occupied Eyesore Premises</u> The purpose of this strategy is to set out how Blaby District Council will deal with empty or occupied eyesore premises and it is intended to replace the existing empty homes strategy. | Equalities impact assessment Carbon neutral / net zero benefits | Cabinet Executive | 15 September 2025 | Yes | 5 September 2025 Councillor Les Phillimore Anna Farish, Environmental Services Manager, Caroline Harbour, Environmental Health, Housing & Community Services Group Manager | Public |
|---|--|----------------------|----------------------|-----|---|--------|

| Report Title and Expected Decision | Background Papers | Decision Maker | Date of Decision | Key Decision? | Report Available/ Portfolio Holder/ Contact Officer | Decision to be taken in public or private session? |
|---|------------------------------|-------------------------------------|--|--------------------------|---|---|
| <u>Quarter 1 Budget Review 2025/26</u> This report provides Members with an overview of the financial performance against the revenue budget for the quarter ending 30th June 2025. | None | Cabinet Executive | 15 September 2025 | Yes | 5 September 2025 Councillor Cheryl Cashmore Joanne Davis, Accountancy Services Manager | Public |
| <u>Quarter 1 Capital Programme Review 2025/26</u> This report provides Members an update on expenditure against the Capital Programme for the first quarter of 2025/26. | None | Cabinet Executive Council | 15 September 2025 23 September 2025 | No | Cabinet Executive: 5 September 2025 Council : 12 September 2025 Councillor Cheryl Cashmore Joanne Davis, Accountancy Services Manager | Public |
| <u>Quarter 1 Treasury Management Update 2025/26</u> This report provides Members with an update on the Council's treasury activities for the quarter ended 30th June 2025, and the economic factors that have affected those activities. | None | Cabinet Executive Council | 15 September 2025 23 September 2025 | No | Cabinet Executive: 5 September 2025 Council: 12 September 2025 Councillor Cheryl Cashmore Katie Hollis, Finance Group Manager | Public |

| <u>Report Title</u> and Expected Decision | Background Papers | Decision Maker | Date of Decision | Key Decision? | Report Available/ Portfolio Holder/ Contact Officer | Decision to be taken in public or private session? |
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