

DATE:  
MY REF:  
YOUR REF:  
CONTACT:  
TEL NO:  
EMAIL:

1 September 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, 10 SEPTEMBER 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 - 8)  
To approve and sign the minutes of the meeting held on 11 June 2025 (enclosed).
4. State of the Blaby District  
Members will receive the State of the Blaby District update from the Chief Executive and Leader of the Council Cllr. Ben Taylor.
5. Scrutiny Work Programme (Pages 9 - 16)
6. Consideration of Forward Plan Items (Pages 17 - 20)
7. Further Actions for Scrutiny arising from Meeting

## **SCRUTINY COMMISSION**

Minutes of a meeting held at the Council Offices, Narborough

**WEDNESDAY, 11 JUNE 2025**

### **Present:-**

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

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

Cllr. Roy Denney  
Cllr. Susan Findlay  
Cllr. Tracey Shepherd

Cllr. Maggie Wright

### **Officers present:-**

Paul Coates	- Neighbourhood Services Group Manager
Ashley Hatfield	- Waste Operations Manager
Katie Brooman	- Elections and Governance Manager
Sandeep Tiensa	- Senior Democratic Services & Scrutiny Officer
Nicole Cramp	- Democratic & Scrutiny Services Officer

### **Also in attendance:-**

Councillor Nigel Grundy, Neighbourhood Services & Assets Portfolio Holder

### **Apologies:-**

Cllr. Stuart Coar, Cllr. Janet Forey, Cllr. Antony Moseley and Cllr. Matt Tomeo

## **26. DISCLOSURES OF INTERESTS FROM MEMBERS**

No disclosures were received.

## **27. MINUTES**

The minutes of the meeting held on 2 April 2025 as circulated, were approved and signed as a correct record.

## 28. **KERBSIDE WASTE COLLECTION POLICY**

Considered – report and presentation of the Neighbourhood Services Group Manager.

*Cllr. Adrian Clifford arrived at the meeting during consideration of this item.*

The Chairman, Cllr. Nick Brown welcomed Cllr. Nigel Grundy - Neighbourhood and Assets Portfolio Holder, the Neighbourhood Services Group Manager and the Waste Operations Manager to the meeting to present the new Kerbside Waste Collection Policy.

The Neighbourhood Services Group Manager outlined key points from his presentation, which included:

- Providing a waste collection commitment, being clear about food waste provision and extending the 'no side waste' rule to include cardboard.
- Following a fatal injury of a loader in January 2023 in Coventry, the Council had been prompted to review its own procedures in how waste is collected.
- There is a change to the existing practice of permitting cardboard to be presented at the side of the recycling bin to eliminate the risk of loaders becoming entangled in bin lifting machinery. All cardboard must be fully contained within the recycling bin to ensure safe, consistent handling.
- Food Waste Provision:
  - 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 they will not support funding consumables such as caddy liners with new burdens funding.

Members queried the size and structure of the bins and requested that sample bins be brought to the next Council meeting to allow Members to view them. It was confirmed that assisted collections were available for vulnerable residents, and these should be requested by contacting the Council.

Members noted that revenue funding was still unknown and queried when

Officers expected to hear further on this. Officers responded they expected end of June, but it may be delayed to the next spending review. It was recognised the capital funding model is insufficient and future funding could impact service delivery. Members were concerned that it could have a substantial impact on the budget.

Members questioned the Group Manager on how the bins had been purchased. The Group Manager responded that the bins had been jointly procured with some Council's in Leicestershire.

Members requested that guidance on composting of food waste be promoted and encouraged by the Council. Officers agreed and responded that the Communications Service is planning on issuing guidance to residents on how the new bin changes will affect them.

The Portfolio Holder, Cllr. Nigel Grundy asked Members their views on bin hangers that provide collection information to residents, and whether the service should continue to issue these. Members responded favourably to bin hangers and agreed they should continue to be issued. Members requested that Officers and the Portfolio Holder consider issuing a bin hanger with the 'no side waste' rule, food waste information and how to recycle certain materials.

Members queried whether the Council may see an increase in fly-tipping as a result of the 'no side waste' rule. Officers responded that they recognised this risk and residents can also purchase larger or additional bins to suit their needs.

The Group Manager then provided an update on the Council's two electric vehicles which the Commissioners had requested from Officers. The vehicles had been purchased with an air quality grant from Defra.

Members were pleased to note that operatives at the Depot found the vehicles excellent, with long lasting battery, good acceleration and time saving. As the vehicles were still relatively new, it was requested that some data be presented to Commissioners on any savings made.

Members examined the effectiveness of the solar panels at the depot, noting how much energy was being generated. It was pleasing to note that the depot was generating 6/7 hours of energy which in turn was being used to charge the electric vehicles. Officers commented on further ways that they could develop smarter ways of working using the energy generated, including investigating the use of battery power.

The Chairman thanked Officers and the Portfolio Holder for attending, and requested that a further update be provided to Scrutiny on how the Kerbside Waste Collection Policy is progressing and data on the electric vehicles.

## DECISIONS

1. That the Kerbside Waste Collection Policy be noted and endorsed.
2. That an update on how the policy is progressing be brought to Scrutiny Commission in Autumn 2025 or when appropriate.

Reasons:

1. To bring together the existing practices in a single policy document.
2. To set out clear expectations of what residents can expect from the service.
3. To set out the new arrangements for food waste collections from 2026

**29. CABINET EXECUTIVE RESPONSE TO SCRUTINY  
RECOMMENDATIONS: ADMINISTRATIONS 2025-26 DRAFT BUDGET  
PROPOSALS**

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

## DECISION

That Cabinet Executive's response to the Administrations 2025-26 Draft Budget Proposals be noted.

Reason:

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.

**30. SCRUTINY WORK PROGRAMME**

Members accepted the 25/26 Scrutiny Work Programme.

The Chairman, Cllr. Nick Brown thanked all non-executive Members for their contribution at the Scrutiny Work Programme Workshop on 3 June. The Chairman also thanked Parish Council's for submitting their suggestions.

**31. CONSIDERATION OF FORWARD PLAN ITEMS**

No items were raised for further information or examination.

**32. FURTHER ACTIONS FOR SCRUTINY ARISING FROM MEETING**

There were no further actions arising from the meeting.

**THE MEETING CONCLUDED AT 6.36 P.M.**

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## Scrutiny Work Programme 25/26

Date:	Item	Detail	Attendance required	Forum	Progress
Thursday 10 July 2025  Thursday 18 September 2025  Thursday 6 November 2025	iPlan Workshop (Corporate Measures)	To examine areas of concern, trends and performance through iPlan – the Council's Corporate Measures system.	Luke Clements	Working Group	<p>3 April 2025 – Members reviewed responses from SLT, reviewed current P1 Measures. Members also requested the attendance of the Planning &amp; Strategic Growth Group Manager and the Principal Planning Policy Officer to discuss 5 Year Housing Land Supply Measures. Members received a demonstration on Business intelligence and AI and its uses at the Council.</p> <p>10 July 2025 – Members addressed 5 questions: 1) Should P1 measures be our statutory obligations and District Plan Objectives. 2) What are BDC Statutory Obligations, how are we measuring these? 3) How are we measuring District Plan Objectives 4) What are we measuring and why? What are we reviewing? What are we reporting? 5) Renaming workshop to 'Measuring Corporate Performance. Members requested a list of statutory objectives the Council collects/reports data on for the next meeting.</p>
26 <sup>th</sup> June 16 October 11 November	Local Government Reorganisation and Devolution	To receive regular updates. 2 July: <ul style="list-style-type: none"> <li>The rationale behind the need to request additional establishment resource at cabinet less than 2 months after the budget was approved</li> </ul>	Directors	Working Group	Dates to be circulated.

## Scrutiny Work Programme 25/26

Date:	Item	Detail	Attendance required	Forum	Progress
		<ul style="list-style-type: none"> <li>To discuss the approach of other authorities and where the District Councils sit in relation to this</li> <li>To discuss central governments response to the District Council proposal</li> <li>What will be BDCs legacy after LGR?</li> <li>Communicating with residents- to explore the reintroduction of a paper communication to be sent to households, specifically with the goal of keeping residents informed on the progress of Local Government Reorganisation</li> </ul>			
12 November	Annual Complaints Report	<p>This is reviewed annually by Scrutiny. Scrutiny wish to receive information on:</p> <ul style="list-style-type: none"> <li>Emerging themes</li> <li>Trends over the last 5 years</li> <li>Outcomes of complaints</li> <li>Number of complaints related to calls received</li> </ul>	Luke Clements	Scrutiny Commission	
TBC	Lightbulb	<p>Scrutiny requests a breakdown of Blaby's contribution compared to other partner authorities.</p> <p>Exploration of Lightbulb pilots and suggested outcome.</p>	Caroline Harbour	Task & Finish	

## Scrutiny Work Programme 25/26

Date:	Item	Detail	Attendance required	Forum	Progress
TBC 2 meetings required.	Local Police	<p>Updates are not consistently provided from local police to ward members/parishes. Why?</p> <p>Examine the level of communication between local police with ward members/parish councils.</p> <p>Scrutiny wishes to consider how members receive updates on their local policing issues via the CSP, and to explore how it can encourage more information sharing from the CSP specifically related to Blaby issues.</p>	Caroline Harbour Rebecca Holcroft Carol Parker	Task & Finish	
TBC	Temporary Accommodation & Affordable Housing provision	<p>In light of the MTFs which highlights a future deficit, what consideration has been given to the impact of increased investment in temporary accommodation provision on the budget?</p> <p>What consideration has been given to the impact of any ongoing maintenance costs?</p>	Portfolio Holder  Sarah Pennelli Caroline Harbour, Ian Jones/John Crane	Scrutiny Commission	
TBC	Inbound calls to Blaby District Council	<p>Commission wish to explore:</p> <ul style="list-style-type: none"> <li>• The number of calls dropped after transfer to departments</li> <li>• Customer satisfaction survey results</li> </ul>	Sally Dorans Lisa Boland	Scrutiny Commission	

## Scrutiny Work Programme 25/26

Date:	Item	Detail	Attendance required	Forum	Progress
		<ul style="list-style-type: none"> <li>Statistics on the number of calls received, to which departments, number of complaints related to calls received</li> </ul>			
10 September	Review of the Member Champion roles	<p>Following the addition of 2 new member Champion roles at Annual Council, bringing the total number to 5 champions, Scrutiny wish to explore:</p> <ul style="list-style-type: none"> <li>Value added</li> <li>Priorities of champions</li> <li>The process for creating new champion positions</li> </ul>	Leader of the Council Chief Executive	Scrutiny Commission	
TBC	Review of Asset Disposal process	To gain an understanding of the decision-making processes of how council assets are disposed or sold.	Executive Directors and Group Manager for Assets	TBC	
TBC	Review of the use of external agencies and consultants	<p>To explore:</p> <ul style="list-style-type: none"> <li>Cost</li> <li>Outcomes and if the value of these are evaluated</li> <li>Use of member expertise when consulting on specific projects</li> </ul>	Directors	Scrutiny Commission	
17 <sup>th</sup> June 2026	Biodiversity	<p>What plan or policy is in place to maintain and improve the biodiversity within the district?</p> <p>Are developers delivering on their requirements?</p>	Nick Fear (Green Officer) Jonathan Hodge (Planning)	Scrutiny Commission	Initial briefing note was provided to members initially (currently awaiting any feedback)

## Scrutiny Work Programme 25/26

Date:	Item	Detail	Attendance required	Forum	Progress
		What is Blaby District Council doing to promote biodiversity?			
TBC	HR – Phase 2	<p>This work will examine:</p> <ul style="list-style-type: none"> <li>• Current days lost to sickness including a breakdown of how many lost to stress and mental health issues.</li> <li>• How are managers supported?</li> <li>• What support is provided to staff?</li> <li>• A timeline of when the next Workplace Health Needs Assessment or Staff Survey or similar is planned.</li> <li>• What consideration have been given to the possible impact on recruitment and retention of LGR?</li> </ul>	TBC	Working Group	
TBC	Communicating with residents	To explore the reintroduction of a paper communication to be sent to households, specifically with the goal of keeping residents informed on the progress of Local Government Reorganisation.	Marc Greenwood Julie Hutchinson	Scrutiny Commission	Response from Officers to be circulated at Commissioners meeting on 4 June with further discussion to be held on with Commissioners.
TBC	Car Park Strategy	To evaluate whether the strategies set out in the Car Parks Strategy are fit for purpose.	Caroline Harbour	Task & Finish	

## Scrutiny Work Programme 25/26

Date:	Item	Detail	Attendance required	Forum	Progress
11 June 2025	Food Waste Collection		Paul Coates Ashley Hatfield	Scrutiny Commission	<p>Members were provided with an update on Food Waste Collection as part of the Kerbside Waste Collection policy update. A further update will be provided to Commission in due course.</p> <p>Scrutiny also requests an update on the Electric Vehicles, following the information which was provided on 11<sup>th</sup> June.</p>

## Scrutiny Work Programme 25/26

### Available Scrutiny Dates

Available Scrutiny Dates		Scrutiny Topic:	Scrutiny Commission Dates		Scrutiny Topic:
Date of meeting:	Report deadline		Date of Meeting	Report Deadline	
17 July	8 July, publish 9 July		11 June	2 June, publish 3 June	<ul style="list-style-type: none"> <li>Cabinet Exec response to Scrutiny Budget recommendations</li> <li>Kerbside Collection Policy, update on Food Waste Collection Scheme, update on electric vehicles – Paul Coates</li> </ul>
16 October	7 October, publish 8 October	LGR	10 September	1 September, publish 2 September	<ul style="list-style-type: none"> <li>Update on Food Waste Collection Scheme</li> <li>State of the District Update by Leader</li> <li>Review of Member Champion roles</li> </ul>
29 October	20 October, publish 21 October		12 November	3 November, publish 4 November	<ul style="list-style-type: none"> <li>Introduction to Health and Leisure</li> <li>Annual Complaints Report</li> </ul>
13 November	4 November, publish 5 November		04 February	26 February, publish 27 February	<ul style="list-style-type: none"> <li></li> </ul>
25 November	14 November, publish 17 November	Lightbulb	22 April	13 April, publish 14 April	<ul style="list-style-type: none"> <li></li> </ul>
2 December	21 November, publish 24 November		17 June	8 June, publish 9 June	<ul style="list-style-type: none"> <li>BioDiversity</li> </ul>
			9 September	28 August, publish 1 September	<ul style="list-style-type: none"> <li></li> </ul>
			4 November	26 October, publish 27 October	

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**BLABY DISTRICT COUNCIL**  
**Forward Plan**  
**FOR THE PERIOD: 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](http://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:

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(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	<a href="mailto:cldr.ben.taylor@blaby.gov.uk">cldr.ben.taylor@blaby.gov.uk</a>
• Cllr. Cheryl Cashmore	Deputy Leader and Finance, People & Transformation	<a href="mailto:cldr.cheryl.cashmore@blaby.gov.uk">cldr.cheryl.cashmore@blaby.gov.uk</a>
• Cllr. Nigel Grundy	Neighbourhood Services & Assets	<a href="mailto:cldr.nigel.grundy@blaby.gov.uk">cldr.nigel.grundy@blaby.gov.uk</a>
• Cllr. Les Phillimore	Housing, Community Safety and Environmental Services	<a href="mailto:cldr.les.phillimore@blaby.gov.uk">cldr.les.phillimore@blaby.gov.uk</a>
• Cllr. Mike Shirley	Planning and Strategic Growth	<a href="mailto:cldr.mike.shirley@blaby.gov.uk">cldr.mike.shirley@blaby.gov.uk</a>
• Cllr. Nick Chapman	Health, Community and Economic Development	<a href="mailto:cldr.nick.chapman@blaby.gov.uk">cldr.nick.chapman@blaby.gov.uk</a>

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## 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.

<b>Report Title and Expected Decision</b>	<b>Background Papers</b>	<b>Decision Maker</b>	<b>Date of Decision</b>	<b>Key Decision?</b>	<b>Report Available/ Portfolio Holder/ Contact Officer</b>	<b>Decision to be taken in public or private session?</b>
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### **September 2025**

<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	1 September 2025	Yes	21 August 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	1 September 2025  23 September 2025	No	21 August 2025  Council : 16 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	1 September 2025  23 September 2025	No	21 August 2025  Council: 16 September 2025  Councillor Cheryl Cashmore  Katie Hollis, Finance Group Manager	Public

<b>Report Title and Expected Decision</b>	<b>Background Papers</b>	<b>Decision Maker</b>	<b>Date of Decision</b>	<b>Key Decision?</b>	<b>Report Available/ Portfolio Holder/ Contact Officer</b>	<b>Decision to be taken in public or private session?</b>
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<u>Blaby District Council Tenancy Strategy</u>  To approve the updated strategy.	None	Cabinet Executive	1 September 2025	Yes	21 August 2025  Councillor Les Phillimore  Louisa Horton, Executive Director (Communities)	Public
<u>Kerbside Collection Policy</u>  For Cabinet to approve the new Kerbside Collection Policy.	None	Cabinet Executive	1 September 2025	Yes	21 August 2025  Councillor Nigel Grundy  Sarah Pennelli, Executive Director - S.151 Officer	Public