

DATE:
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4 November 2025
Scrutiny Commission

Democratic Services
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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, 12 NOVEMBER 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
To approve and sign the minutes of the meeting held on 28 October 2025 (to follow).
4. Review of the RIPA Policy 2025 (Pages 3 - 44)
To consider the report of the Corporate Services Group Manager (enclosed).
5. Overview of the Health and Leisure Services
Members will receive a presentation from Officers and given an overview of the service provided by the Health and Leisure Service Team.
6. Cabinet Executive Response to Scrutiny Recommendations: Review into Recruitment and Retention of Staff (Pages 45 - 52)
To consider the report of the Senior Democratic Services and Scrutiny Officer (enclosed).
7. Scrutiny Work Programme (Pages 53 - 60)
8. Consideration of Forward Plan Items (Pages 61 - 68)
9. Further Actions for Scrutiny arising from Meeting

Blaby District Council Scrutiny Commission

Date of Meeting	12 November 2025
Title of Report	Review of the Regulation of Investigatory Powers Act 2000 (RIPA) Policy
Report Author	Corporate Services Group Manager & Monitoring Officer

1. What is this report about?

- 1.1 The Investigatory Powers Commissioners Office (IPCO) requires that Council members are updated annually on the Council's use of powers under the Regulation of Investigatory Powers Act (RIPA) to ensure compliance with the legislation. The Council is also required to review its RIPA policy annually to ensure it remains up to date and fit for purpose.

2. Recommendation(s) to Scrutiny Commission

- 2.1 That the annual RIPA report be accepted.

3. Reason for Decision(s) Recommended

- 3.1 Whilst the Council does not actively make use of its RIPA powers as a rule, it is important that members are aware of RIPA, the policy and its usage, or otherwise.

4. Matters to consider

4.1 Background

Under RIPA, local authorities have the power to authorise directed surveillance (usually covert cameras or covert observations by officers) and the use of Cover Human Intelligence Sources (CHIS) (essentially undercover officers conducting surveillance). Authorisation should only be granted for such surveillance if it is considered necessary for the prevention and detection of crime or preventing disorder, and, if the surveillance is proportionate to the aims it seeks to achieve. Since 1 November 2012, any RIPA authorisations or renewals must also have judicial approval from a Justice of the Peace, this would be done at Leicester Magistrates' Court.

The authorisations under RIPA can only be given by 'Authorising Officers' who for Blaby District Council are the Chief Executive and Directors. The

entire process is overseen by the Monitoring Officer as the Senior Responsible Officer (SRO) and Co-ordinating Officer.

The Council's RIPA processes and procedures come under regular scrutiny. Each year, the SRO undertakes an audit of RIPA usage. There were no authorisations given for directed surveillance or the use of covert human intelligence sources in the year 2024/25.

In addition to monitoring RIPA usage, the SRO is required, in line with the Council's policy to ensure training on RIPA is available to relevant officers, both when they join the authority and then subsequently on a refresher basis, to maintain and update their knowledge and understanding of this area. This training is available via an online module and HR maintain a list of those who have completed this training and when this was done. A nominal budget of £500 is allowed for in the event that any enhanced training requirements are identified.

In addition to the internal annual audit, policy review and report to scrutiny, every three years, IPCO should carry out an inspection of the Council's records and interview relevant officers to ensure that there is compliance with the appropriate legislation.

The last inspection which took place at Blaby was a virtual one due to Covid-19 in 2020, this resulted in no recommendations for action. No further contact has been received from IPCO other than the annual request to complete the Annual Statistics Report, which we completed in January 2025. This return confirmed to IPCO that Blaby District Council had not used any of the powers available under RIPA during 2024/25.

As part of the annual reporting process, the RIPA policy has been reviewed, no changes were required, the latest version can be found at Appendix A.

4.2 Proposal(s)

That the information report and policy are accepted.

4.3 Relevant Consultations

None

4.4 Significant Issues

As addressed earlier within the report. If the Council does not keep its RIPA policy up to date and review it on an annual basis, it will fail to comply with the legislation.

There are no equalities implications arising directly out of this report. No RIPA investigations have been conducted by the Council and so there is no data against which to assess the potential equalities aspects of RIPA use. If

the Council sought to use RIPA powers at some point, the equalities aspects would be considered at that time.

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

5. Environmental impact

There will be no environmental impact as a result of this policy. No Net Zero and Climate Impact Assessment (NZCIA) is required for this report.

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

There are no additional financial implications arising from this report. The cost of training and other related RIPA activity is expected to be met from existing budgets.

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

Current Risk	Actions to reduce the risks
Council fails to keep its RIPA policy up to date and fails to comply with the requirements of the relevant legislation	The Council's RIPA policy is reviewed on an annual basis.
Failure to follow proper procedure as outlined within the RIPA policy	Refresher training is provided for all appropriate officers periodically

8. Other options considered

- 8.1 It is a legal requirement to review the RIPA policy on an annual basis. No other options considered.

9. Appendix

- 9.1 Appendix A – RIPA Policy

10. Background paper(s)

None

11. Report author's contact details

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Regulation of Investigatory Powers Act 2000 Policy

Date: November 2025

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BLABY DISTRICT COUNCIL

POLICY ON REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA)

1. Introduction

Blaby District Council will only carry out covert surveillance where such action is justified and aims to keep such surveillance to a minimum. The policy has been produced to provide full and proper guidance for officers on:

- the scope of RIPA
- the circumstances where it applies; and
- the authorisations procedures to be followed

This policy document supports the third corporate aim of reducing the fear of crime and anti social behaviour by ensuring the Council has the appropriate tools and processes in place to allow use of this power where needed and justified.

2. The Scope of the Act

The Regulation of Investigatory Powers Act 2000 ("the Act") regulates the use of investigatory powers of various bodies including local authorities so that they do not breach human rights.

The Act is supplemented by:

- Home Office guidance (October 2012) Appendix D
- The Covert Surveillance and Property Interference Statutory Code of Practice Appendix A
- The Covert Human Intelligence Sources ("CHIS") Statutory Code of Practice Appendix B
- The Office of Surveillance Commissioners Procedures and Guidance Appendix C

Where the directed covert surveillance of an individual or group of individuals, or the use of a CHIS is necessary the Act:

- Requires prior authorisation of directed surveillance
- Prohibits the Council from carrying out intrusive surveillance
- Requires authorisation of the conduct and use of a CHIS
- Requires safeguards for the conduct and use of CHIS
- Permits the Council to acquire communications data in certain circumstances

The Act does not affect other powers the Council has to obtain information using other methods, for example, it does not affect the District Council's current powers to obtain information via the DVLA or to get information from the Land Registry as to the ownership of a property.

CCTV

The use of CCTV is not covert where we make people aware it is being used by putting up signs.

You will need to obtain RIPA authorisation where:

- You intend to use existing CCTV covertly and it is pre-planned for a specific investigation or to target individuals
- If you intend to use a camera for a specific purpose, which involves prolonged surveillance on a particular person. Always be aware that though the subject might not be an individual it can include surveillance of a person, for example if you are monitoring a business, it may reveal information about the private life of the owners or others.

3. Benefits of RIPA authorisations

If the Act is followed correctly any authorised action will be lawful and not breach a person's right to respect for their private and family life, home and correspondence.

Any material obtained through properly authorised covert surveillance is then admissible evidence in criminal proceedings and will not be excluded unless is found to have an adverse effect on the fairness of proceedings.

4. Scrutiny and Tribunal

4.1 External Scrutiny

The Investigatory Powers Commissioners Office (IPCO) has a duty to keep under review the exercise and performance by the relevant persons of the powers and duties under Part II of the Act and will from time to time inspect the Council's records and procedures.

There is also a Tribunal to hear complaints from persons aggrieved by conduct on a judicial review basis.

4.2 Internal Scrutiny

The SRO and Co-ordinating Officer will review the authority's use of the Act and the Policy and Guidance document at least once a year, or when required in line with any legislative changes.

The Scrutiny Commission will review the authority's use of the Act and the Policy and Guidance document at least once a year. They will also consider internal reports on the use of the Act on a quarterly basis (if any authorisations have been granted) to ensure that it is being used consistently with this Policy and that the Policy is fit for purpose. The Members will not, however, be involved in making decisions on specific authorisations.

An elected member will not be given the details of specific operations and, specifically, will not be given the identity of CHIS nor have access to the information gained, or the detail of any surveillance.

4. Authorising Officers

The Chief Executive or Directors will consider all applications for authorisation in accordance with RIPA ("Authorising Officers"). Authorising Officers, on behalf of the Council, shall in particular ensure that: -

- there is a satisfactory reason for carrying out the surveillance
- the covert nature and extent of the investigation is necessary and proportionate to the information being sought
- proper consideration has been given to collateral intrusion
- provide guidance and training for officers and members where appropriate
- records of all authorisations are sent to the RIPA Co-ordinating Officer for entry on the Central Register.
- their relevant members of staff are suitably trained as 'Applicants' so as to avoid errors in the operation of the process and completion of relevant forms. It is important that relevant Directors, Group Managers, Service Managers and Authorising Officers take personal responsibility for the efficient and effective operation of this Policy and Guidance document within their respective areas.
- that staff who report to them follow this Policy and Guidance document and do not undertake or carry out any form of surveillance without first obtaining the relevant authorisations in compliance with this document.
- when sending copies of any forms to the RIPA Co-ordinating Officer, that they are sent in sealed envelopes marked 'RIPA – Private and Confidential'.
- relevant members of staff are aware of the Act's requirements.

5. Senior Responsible Officer

A nominated Director will be the SRO for the Council and is responsible for:

- The integrity of the process in place within the Council to authorise directed surveillance and CHIS
- Compliance with Part II of the Act and with the accompanying Codes of Practice
- Engagement with the IPCO when they conduct their inspections; and
- Where necessary oversee the implementation of any post-inspection action plans recommended or approved by the IPCO

6. RIPA Co-ordinating Officer / Training

The RIPA Co-ordinating Officer is the Council's Corporate Services Group Manager. The RIPA Co-ordinating Officer is responsible for the maintenance of the Central Record of Authorisations and the collation of RIPA applications/authorisations, reviews, renewals, and cancellations. In addition, there is responsibility for providing oversight of the RIPA process within the Council and for RIPA training.

All forms should be passed through this person on the point of application to the Authorising Officer to ensure that there is a complete record of all authorisations, that the forms are correctly filled and so that statistics can be passed to the IPCO.

The SRO in conjunction with the RIPA Co-ordinating Officer shall ensure that refresher training is offered once a year to relevant officers of the Council and give advice and training on request.

7. Definitions

'Covert' means surveillance carried out in such a manner with the intention that the person subject to it is unaware that it is or may be taking place. (s.26 (9)(a) of the Act)

'Covert human intelligence source' (CHIS) means a person who establishes or maintains a relationship with a person for the covert process of obtaining information about that person. (s.26 (8) of the Act)

'Collateral intrusion' means the intrusion on, or interference with, the privacy of persons other than the subject of the investigation.

'Directed surveillance' is defined as covert but not intrusive and undertaken:

- for a specific investigation or operations
- in such a way that is likely to result in the obtaining of private information about any person
- other than by way of an immediate response (s.26 (2) of the Act)

'Private information' includes information relating to a person's private or family life and can embrace aspects of business and professional life.

'Intrusive' surveillance is covert surveillance that is carried out in relation to anything taking place on any residential premises or in any private vehicle and involves the presence of an individual on the premises or in the vehicle or using a surveillance device. **Blaby District Council may not authorise such surveillance, it may only be carried out by the police.**

THE USE OF DIRECTED SURVEILLANCE AND COVERT HUMAN INTELLIGENCE SOURCE

1. Covert Human Intelligence Source ("CHIS")

A CHIS is any person who establishes or maintains a personal or other relationship with a person for the covert purpose or facilitation of:

- (a) using that relationship to obtain information or provide access to any information to another person; or
- (b) disclosure of information obtained through that relationship or as a consequence of it

It also covers where the Council ask or assist a person to be a CHIS. Officers should be aware that where someone is contacting you routinely to provide you with information you have not requested, they may also be considered to be a CHIS. It is that he or she has obtained the information not by mere observation, but during, or result of, the existence of, a personal or other relationship. Officers must therefore seek advice must and potentially authorisation.

Officers should be aware that befriending someone on social media for the purposes of conducting an investigation would also be a CHIS and therefore advice must be sought to seek authorisation before any action is taken.

There are additional rules regarding the use of juveniles and vulnerable individuals as CHIS's and the Democratic Services and Governance Manager must be approached for legal advice.

2. Surveillance

'Surveillance' can be:

Overt - 'non' secretive surveillance where people are aware of it.

Covert secretive surveillance where the person being watched is unaware. There are two types covered under the act, - directed surveillance and Intrusive surveillance. The Council cannot use intrusive surveillance.

Surveillance can include:

- monitoring, observing, listening to persons, watching or following their movements, listening to their conversations and other such activities or communications
- recording anything mentioned above during authorised surveillance
- surveillance, by or with, the assistance of appropriate surveillance device(s)

2.1 Overt Surveillance

Most of the surveillance carried out by the Council will be done overtly particularly where officers are behaving in the same way as a normal member of the public and/or are going about Council business openly.

It will also be overt if we inform people, it will be happen, for example:

- where a noisemaker is warned (preferably in writing) that noise will be recorded if the noise continues.
- where an entertainment licence is issued subject to conditions, and the licensee is told that officers may visit without notice or identifying themselves to the owner/proprietor to check that the conditions are being met.)
- CCTV is erected due to fly tipping and signs are put up to make people aware the area is being monitored.

2.2 Directed Covert Surveillance

Directed Surveillance is surveillance which: -

- is covert; and
- is not intrusive surveillance (for definition see section 7, page 6);
- it is undertaken for the purpose of a **specific investigation** or operation in a manner **likely to obtain private information** about an individual (whether that person is specifically targeted for purposes of an investigation), (*Section 26(10) of the Act*).
- is not carried out in an immediate response to events where seeking authorisation under the Act unreasonable, e.g. spotting something suspicious and continuing to observe it; and

It includes the activity of monitoring, observing, listening, and recording by or with the assistance of surveillance equipment.

A search for an identified person in a public place **will not** amount to directed surveillance, unless it includes covert activity that may mean you collect private information about that person or any other person. Any processing of data (e.g. taking a photograph to put on record) is an invasion of privacy.

The fact that covert surveillance occurs in a public place or on business premises does not mean that it cannot result in the obtaining of private information about a person. Prolonged surveillance targeted on a single person will undoubtedly result in the obtaining of private information about their and others that s/he comes into contact, or associates, with.

‘Authorising Officers’ must authorise ‘Directed Surveillance’ following the procedures detailed in this document for an authorisation to be valid.

2.3 Directed Surveillance Crime Threshold

The Council may only authorise use of directed surveillance under RIPA to prevent or detect criminal offences or prevent disorder involving an offence carrying a maximum term of at least 6 months imprisonment. It can not use directed surveillance incidents that do not involve criminal offences or low level offences such as littering.

The exception is that directed surveillance can be used to prevent or detect specified criminal offences relating to the underage sale of alcohol and tobacco.

- **At the start of an investigation, Officers will need to satisfy themselves that what they are investigating is a criminal offence:**

Directed surveillance is an invasive technique and at the point it is decided whether or not to authorise its use it must be clear that the threshold is met and that it is necessary and proportionate to use it.

- **An offence with a maximum 6 months imprisonment or more or being related to the underage sale of alcohol and tobacco:**

Providing the offence under investigation is one which appears on the statute book with at least a maximum 6 months term of imprisonment or is related the underage sale of alcohol and tobacco an application can be made to a Magistrate.

- **During the course of an investigation the type and seriousness of offences may change.**

If during the investigation it becomes clear that the activity being investigated does not amount to a criminal offence or that it would be a less serious offence that does not meet the threshold, the use of directed surveillance should cease. If a directed surveillance authorisation is already in force, it should be cancelled.

Where it is possible, using the evidence obtained, to prove different charges and some are not serious enough the Courts too decide whether to use the evidence and how heavily it is relied upon for the less serious charges.

In addition, all other tests & steps must then be met, i.e. that it is necessary and proportionate and where approval from a Magistrate has been granted.

3. Authorisations (See flowchart at Appendix E)

3.1 Applications for directed surveillance

All application forms (**Appendix G**) must be fully completed fully to enable the Authorising Officer to make an informed decision. The point at which they are passed to the Authorising Officer, the Investigating Officer must make sure copies are also sent to the Co-ordinating Officer.

The following information must be included in any application:

- A description of the conduct to be authorised – this should be full and detailed, specifying any equipment to be used. The use of maps or sketches to show for example observation posts and target premises should also be considered.
- the purpose of the investigation or operation
- the reason why the authorisation is sought
- the reasons why the surveillance is considered proportionate to what it seeks to achieve
- the nature of the surveillance
- the identities, where known, of those to be the subject of the surveillance
- an explanation or an example of the information which is to be gathered as a result of the operation
- An assessment of Collateral Intrusion (see definition Section 7, page 6)

No authorisation shall be granted unless the Authorising Officer is satisfied that:

- **investigation is necessary** for one of the reasons listed above
- **investigation is proportionate** to the ultimate objective
- it is at an **appropriate** level (i.e. not excessive)
- that the Crime Threshold is met (see above)
- that no other form of investigation would be appropriate.

3.1.1 Urgent Authorisations:

Local Authorities do not have the power to make authorisations, oral or otherwise. All authorisations have to be presented to a Magistrates Court for approval.

3.2 **Granting of Authorisations for directed Surveillance**

Section 32(5) of RIPA requires the Authorising Officers to describe and specify what he is granting. This may or not be the same as requested by the applicant. **Authorised officers must produce a clear description of what is being authorised** in their own words detailing against which subjects, property or location it is authorised. Mere reference to the terms of the application is inadequate.

Authorising Officers must **be careful in the use of ‘or’ and ‘and’** in order not to restrict what is intended. For example, do not use ‘or’ when ‘and’ is meant (e.g. deployment ofon vehicle A or vehicle B’ limits deployment to either vehicle, not both simultaneously or one after the other).

Where other subjects may unexpectedly come under surveillance, it can be anticipated by using words such as ‘suspected of’, ‘believed to be’ or ‘this authority is intended to include conversations between any and all of the subjects of this investigation, including those whose identities are not yet known’.

The Authorising Officer's statement should be **completed in handwriting** as a personal contemporaneous record of the thinking which justified the authorisation. It should set out, in their own words, why he is satisfied or why he believes (RIPA) the activity is necessary and proportionate. A bare assertion is insufficient.

Template entries should be avoided or used with great care as they give the appearance of, minimal or no consideration of the factors, such as necessity and proportionality:

3.2.1 Addressing Necessity

Covert surveillance will not be necessary if the information can reasonably be obtained by overt means. It must also be necessary for the purpose of preventing or detecting crime or of preventing disorder.

Authorising Officers must be satisfied that the use of covert surveillance is necessary for one of the purposes specified in s.28(3) of RIPA. In order to be satisfied, the conduct that it is aimed to prevent or detect must be identified and clearly described, particularly if it is questionable whether serious crime criteria are met. Often missed is an explanation of why it is necessary to use the covert techniques requested – this should be addressed before any authorisation.

3.2.2 Addressing Proportionality:

The person granting the authorisation must also believe that the surveillance is proportionate to what information is being sought by the investigation. This involves balancing the seriousness of the intrusion into the privacy of the subject of the operation (or any other person who may be affected) against the need for the activity in investigative and operational terms meaning:

- the means should not be excessive in relation to the offences being investigated;
- the least intrusive means of surveillance should be chosen; and
- invasion of third parties' privacy should, so far as is possible, be minimised; and

The method of surveillance proposed must not be excessive in relation to the seriousness of the matter under investigation. It must be the method which is the least invasive of the target's privacy.

Authorisations must:

- Always be in writing except in urgent cases
- Carefully explain how proportionality has been considered
- Demonstrate how the authorising officer has reached the conclusion that the activity is proportionate to what it seeks to achieve,
- Explain the reasons why the method, tactic or technique proposed is not disproportionate

- Explain why the particular covert method, technique or tactic is least intrusive. It is insufficient to make a simple assertion or to say that the 'seriousness' of the crime justifies any or every method available.
- Explain how and why the methods to be adopted will cause the least possible intrusion on the target and others.
- Explain how and why the activity is an appropriate use of the legislation and the only reasonable way, having considered all others, of obtaining the necessary result, and
- Provide evidence of other methods considered and why they were not implemented.

During and following the authorisation process the Authorising Officer must ensure that copies of all forms and paperwork are passed to the Co-ordinating Officer.

3.2.3 Addressing Collateral intrusion:

Authorising Officers must also take into account the risk of 'collateral intrusion' i.e. intrusion on, or interference with, the privacy of persons other than the subject of the investigation.

Steps must be taken to avoid unnecessary collateral intrusion and minimise any necessary intrusion so as to respect those right to privacy.

Authorisations should state specifically covert activities or techniques likely to be required. It is recognised that it is not always possible, at the outset of any investigation, to foresee how it will progress, but techniques shouldn't be authorised where they cannot be demonstrated to be necessary or where they would not be used until the investigation is more mature. Authorising Officers may not authorise more than can be justified at the time.

Those carrying out the investigation must inform Authorising Officers of any unexpected interference with the privacy of individuals who are not covered by the authorisation, as soon as these become apparent.

Where such collateral intrusion is unavoidable, the activities may still be authorised, provided this intrusion is considered proportionate to what is sought to be achieved.

3.2.4 Special consideration in respect of confidential information

Confidential information includes information which is subject to legal privilege, communication between a Member of Parliament and another person on constituency matters, confidential personal information or confidential journalistic material. (ss 98-100 Police Act 1997)

i) **Legal privilege**

Generally, this applies to communications between an individual and their legal adviser in connection with the giving of legal advice in connection with or in contemplation of legal proceedings. Such information is unlikely ever to be admissible as evidence in criminal proceedings.

If in doubt, the advice of the RIPA Co-ordinating Officer should be sought in respect of any issues in this area.

ii) **Confidential personal information**

This is oral or written information held in (express or implied) confidence, relating to the physical or mental health or spiritual counselling concerning an individual (alive or dead) who can be identified from it. Specific examples provided in the codes of practice are consultations between a health professional and a patient, discussions between a minister of religion and an individual relating to the latter's spiritual welfare or matters of medical or journalistic confidentiality.

iii) Confidential journalistic material

This is material acquired or created for the purposes of journalism and held subject to an undertaking to hold it in confidence.

It should be noted that matters considered to be confidential under the Act may not necessarily be properly regarded as confidential under section 41 Freedom of Information Act.

This should only be authorised where there are exceptional and compelling circumstances that make the authorisation necessary.

The following situations must be brought to the inspector/commissioner's attention at the next inspection:

- Where an officer has had to authorise surveillance in respect of an investigation in which he/she is directly involved.
- Where a lawyer is the subject of an investigation or operation;
- Where confidential personal information or confidential journalistic information has been acquired and retained.

3.3 **Applications for CHIS**

The application process is the same as for directed surveillance except that the authorisation must specify the activities and identity of the CHIS and that the authorised conduct is carried out for the purposes of, or in connection with, the investigation or operation so specified.

There are additional requirements in s29(5) of the Act relating to responsibility for dealing with the source and maintenance of records relating to the source.

All application forms (**see Appendix H**) must be fully completed with the required details to enable Authorising Officers to make an informed decision.

There should be a controller, a handler and recorder for a CHIS together with the requirement for a risk assessment if one is to be employed.

In addition to the requirements of the Act the duties set out in the RIPA Source Records Regulations (S.I.2000/2725) must also be observed.

Any officer considering applying for a CHIS should consult the RIPA Co-ordinating Officer before taking any practical steps.

4. Judicial Approval

To authorise the use of directed surveillance, acquisition of communications data or use of a CHIS under RIPA, the Council will need to obtain an Order approving the grant or renewal of an authorisation from a Magistrate before it can take effect. If the Magistrate is satisfied that the statutory tests have been met and that the use of the technique is necessary and proportionate, he/she will issue an Order approving the grant or renewal for the use of the technique as described in the application.

Judicial approval is in addition to the existing authorisation process. The Council will need to obtain judicial approval for all initial RIPA authorisations/applications and renewals. However, there is no requirement for the Magistrate to consider either cancellations or internal reviews.

4.1 Procedure for Applying for Judicial Approval

4.1.1 Making the Application

The flowchart at **Appendix F** outlines the procedure for applying for judicial approval. The application must be made by the Council. Following approval by the Authorising Officer the first stage of the process is for the local authority to contact the Magistrates Court to arrange a hearing.

The Council will need to provide the Magistrate with:

- a copy of the original RIPA authorisation or notice and the supporting documents setting out the case. This forms the basis of the application to the Magistrate and should contain all information that is relied upon. For communications data requests the RIPA authorisation or notice may seek to acquire consequential acquisition of specific subscriber information. The necessity and proportionality of acquiring consequential acquisition will be assessed by the Magistrate as part of their consideration.
- The original RIPA authorisation or notice should be shown to the Magistrate but must be retained by the Council so that it is available for inspection by the Commissioners' offices and in the event of any legal challenge or investigation by the Investigatory Powers Tribunal.
- A partially completed judicial application/order form (**Appendix K**), including a summary of the circumstances of the case on the form.

4.2 Attending a Hearing

Council Officers need to be formally designated to appear, be sworn in and present evidence or provide information as required by the Magistrate.

The hearing will be held in private and heard by a single Magistrate who will read and consider the RIPA authorisation or notice and the judicial application/order form. They may have questions to clarify points or require additional reassurance on matters.

The investigating Officer will need to answer the Magistrate's questions on the policy and practice of conducting covert operations and detail of the case itself. The investigating Officer will have detailed knowledge of the investigation and will have determined that use of a covert technique is required to progress a particular case. This does not, however, remove or reduce in any way the duty of the Authorising Officer to determine whether the tests of necessity and proportionality have been met. Similarly, it does not remove or reduce the need for the forms and supporting papers that the Authorising Officer has considered, and which have been provided to the Magistrate to make the case.

The Investigating Officer must ensure all information they intend to use at court have been given to the Authorising Officer, it is not appropriate for the Investigating Officer to rely on new information at this stage.

4.3 Decision

The Magistrate will consider whether he/she is satisfied that:

- at the time the authorisation was granted or renewed, or the notice was given or renewed, there were reasonable grounds for believing that the authorisation or notice was necessary and proportionate.
- there continues to be reasonable grounds.
- the person who granted the authorisation or gave the notice was an appropriate designated person within the Council; and
- the authorisation was made in accordance with any applicable legal restrictions, for example that the crime threshold for directed surveillance has been met.

The forms and supporting papers must by themselves make the case. It is not sufficient for the local authority to provide oral evidence.

If further information is required to determine whether the authorisation or notice has met the tests, then the Magistrate will refuse the authorisation. If an application is refused the Council should consider whether they can reapply, for example, if there was information to support the application which was available to the Council, but not included in the papers provided at the hearing.

The Magistrate will record their decision on the order section of the judicial application/order form. The Magistrates Court will retain a copy of the Councils RIPA authorisation or notice and the judicial application/order form. This information will be retained securely.

4.4 Outcomes

The Magistrate may decide to:

- Approve the Grant or renewal of an authorisation notice, allowing the Council to use the technique in that case.
- Refuse to approve the grant or renewal of an authorisation or notice – it will then not take effect and the Council may not proceed. Where an application has been refused, the Council may wish to consider the reasons for refusal. For example, a technical error in the form may be remedied without the local authority going through the internal authorisation process again. The Council may then wish to reapply for judicial approval once those steps have been taken.
- Refuse to approve the grant or renewal and quash the authorisation or notice. The court must not exercise its power to quash that authorisation or notice unless the applicant has had at least 2 business days from the date of refusal in which to make representations.

4.5 **Complaints/Judicial Review**

There is no complaint route for a judicial decision unless it was made in bad faith. Any complaints should be addressed to the Magistrates Advisory Committee.

The Council may only appeal a Magistrate decision on a point of law by judicial review.

The Investigatory Powers Tribunal will continue to investigate complaints about the use of RIPA techniques by public bodies, including local authorities. If, following a complaint to them, the Tribunal does find fault with a RIPA authorisation or notice it has the power to quash the Magistrate's order which approved the grant or renewal of the authorisation or notice.

5. **Working With/Through Other Agencies**

When some other agency has been instructed on behalf of the Council to undertake any action under the Act, this document must be used (as per normal procedure) and the agency advised or kept informed, as necessary, of the various requirements. They must be made aware explicitly what they are authorised to do.

When some other agency (e.g. Police, Customs & Excise, Inland Revenue, etc.):

- (a) wish to use the Council's resources (e.g. CCTV surveillance systems), that agency must use its own RIPA procedures and, before any officer agrees to allow the Council's resources to be used for the other agency's purposes, s/he must obtain a copy of that agency's RIPA form for the record (a copy of which must be passed to the RIPA Co-ordinating Officer for the RIPA Central Register) and/or relevant

extracts from the same which are sufficient for the purposes of protecting the Council and the use of its resources;

If the Police or other Agency wish to use Council resources for general surveillance, as opposed to specific RIPA operations, an appropriate letter requesting the proposed use, extent of remit, duration, who will be undertaking the general surveillance and the purpose of it must be obtained from the Police or other Agency before any Council resources are made available for the proposed use. Copies of letters should be sent to the RIPA Co-ordinating Officer for retention.

- (b) wish to use the Council's premises for their own RIPA action, the officer should, normally, co-operate with the same, unless there are security or other good operational or managerial reasons as to why the Council's premises should not be used for the agency's activities. Suitable insurance or other appropriate indemnities may be sought, if necessary, from the other agency for the Council's co-operation in the agent's RIPA operation, in such cases, however, the Council's own RIPA forms should not be used as the Council is only 'assisting' not being 'involved' in the RIPA activity of the external agency.

6. Duration of Authorisations and Cancellation

- An authorisation for directed surveillance shall cease to have effect (if not renewed) 3 months from the date of grant or renewal.
- An authorisation for CHIS shall cease to have effect (unless renewed) 12 months from the date of grant or renewal.
- An oral authorisation or renewal shall cease to have effect (unless renewed) 72 hours from the date of grant or renewal

The fact that the operation to which authorisation relates is only expected to last for a short time cannot affect the authorisation period. An early review can take care of issues of continuing necessity and proportionality.

Documentation of any instruction to cease surveillance should be retained and kept with the cancellation form.

When cancelling an authorisation, Authorising Officers should:

1. Record the time and date (if at all) that surveillance took place and the order to cease the activity was made.
2. The reason for cancellation.
3. Ensure that surveillance equipment has been removed and returned.
4. Provide directions for the management of the product.
5. Ensure that detail of property interfered with, or persons subjected to surveillance, since the last review or renewal is properly recorded,
6. Record the value of the surveillance or interference (i.e. whether the objectives as set in the authorisation were met).

A Surveillance Commissioner and Authorising Officers can only authorise on the basis of what they have been told. Issues of disclosure should not inhibit the proper construction of applications and authorisations but can be dealt with at the appropriate time using existing procedures. Where necessary, authorisations should cross-refer to the intelligence report.

7. Reviews & Renewals

Authorising Officers should review all authorisations at regular intervals, as often as necessary and practicable. The reviews should be recorded.

It is a statutory requirement that authorisations are cancelled as soon as they are no longer required. If the proposed operation is expected to be completed quickly, then an early review should take place and Authorising Officers must cancel each authorisation as soon as they decide that the surveillance should be discontinued (s.45 of the Act).

If the directed surveillance authorisation provides for the surveillance of unidentified individuals whose identity is later established, the terms of the authorisation should be refined at review to include the identity of these individuals. It would be appropriate to call a review specifically for this purpose.

Authorising Officers may renew an existing authorisation on the same terms as the original at any time before the original ceases to have effect.

Except in the case of Identities being refined, reviews and renewals should not broaden the scope of the investigation but can reduce its terms.

8. Central Register of Authorisations

The Council must maintain the following documents:

- Copy of the application and a copy of the authorisation together with any supplementary documentation and notification of the approval given by Authorising Officers;
- A record of the period over which the surveillance has taken place;
- The frequency of reviews prescribed by Authorising Officers;
- A record of the result of each review of the authorisation;
- A copy of any renewal of an authorisation and supporting documentation submitted when the renewal was requested;
- The date and time when any other instruction, including to cease surveillance, was given by Authorising Officers.

The RIPA Co-ordinating Officer holds the central register of all authorisations issued by officers. A copy of every application, authorisation, renewal and cancellation issued should be lodged with them within 2 working days in an envelope marked 'Private and Confidential'.

The Council must also maintain a centrally retrievable record of the following information:

- type of authorisation
- date the authorisation was given
- name and rank/grade of the Authorising Officer
- unique reference number of the investigation/operation
- title (including brief description and names of the subjects) of the investigation/operation;
- whether urgency provisions were used, & if so why
- details of renewal
- whether the investigation/operation is likely to result in obtaining confidential information
- whether the authorisation was granted by an individual directly involved in the investigation
- date of cancellation

These records will be retained for at least 3 years and will be available for inspection by the OSC.

9. Complaints procedure

Contravention of the Data Protection Act 1998 should first be dealt with through the Council's own internal complaints procedure. Information on this is available through the Council's website or through the Democratic Services & Governance Officer. If complainants are unhappy, it may then be reported to the Information Commissioner.

REGULATION OF INVESTIGATORY POWERS ACT 2000

GUIDANCE – PART II

ACQUISITION AND DISCLOSURE OF COMMUNICATIONS DATA

1. Introduction

At this time the Council does not use this power however should the need arise in the future the appropriate appointments to Authorised Officer and SPOC will be made.

Under Chapter I of Part I of Regulation of Investigatory Powers Act ('the Act'), local authorities can authorise the acquisition and disclosure of 'communications data' subject to the tests being met and procedure being followed. Again, the Act is supplemented by a Code of Practice (**Appendix I**) ('the Code')

Nothing in this code permits the interception of the content of any communication.

2. What is 'Communications data'?

Communications data is information relating to the use of a communications service e.g. postal service or telecommunications system. It is defined by Section 21(4) of the Act and falls into three main categories: -

Traffic data - where a communication was made from, to whom and when

Service data – use made of service e.g. Itemised telephone records

Subscriber data – information held or obtained by operator on person they provide a service to.

Local authorities are restricted to subscriber and service use data and only for the purpose of preventing or detecting crime or preventing disorder.

3. Application forms

All applications must be made on a standard form (**Appendix J**) and submitted to the single point of contact ("SPOC"). The SPOC will ensure that the application meets the required criteria and then pass to the Designated Person.

4. Authorisations

A Designated Person can only authorise the obtaining and disclosure of communications data if:

- (i) it is **necessary** for any of the purposes set out in Section 22(2) of the Act. (The Council can only authorise for the purpose set out in Section 22 (2) (b) which is the purpose of preventing or detecting crime or preventing disorder); and

- (ii) it is **proportionate** to what is sought to be achieved by the acquisition of such data (in accordance with Section 22(5) of the Act)

Consideration must also be given to the possibility of **collateral intrusion** and whether any **urgent** timescale is justified.

Once a Designated Person has decided to grant an authorisation or a notice given there are two methods: -

- (1) By authorisation of some person in the same relevant public authority as the designated person, whereby the relevant public authority collects the data itself (Section 22(3) of the Act). This may be appropriate in the following circumstances:
- The postal or telecommunications operator is not capable of collecting or retrieving the communications data.
 - It is believed the investigation may be prejudiced if the postal or telecommunications operator is asked to collect the data itself;
 - There is a prior agreement in place between the relevant public authority and the postal or telecommunications operator as to the appropriate mechanisms for the disclosure of communications data.
- (2) By notice to the holder of the data to be acquired (Section 22(4) of the Act) which requires the operator to collect or retrieve the data. Disclosure may only be required to either the Designated Person or the single point of contact.

Service provider must comply with the notice if it is reasonably practicable to do so (s.22 (6)-(8) of the Act) and can be enforced to do so by civil proceedings.

Blaby District Council is not permitted to apply or approve orally.

6. Single point of contact (“SPOC”)

Notices and authorisations should be passed through a single point of contact within the Council. This should make the system operate more efficiently as the SPOC will deal with the postal or telecommunications operator on a regular basis and also be in a position to advise a designated person on the appropriateness of an authorisation or notice.

SPOCs should be in position to:

- Where appropriate, assess whether access to communications data is reasonably practical for the postal or telecommunications operator;
- Advise applicants and Designated Person on whether communications data falls under section 21(4)(a), (b) or (c) of the Act;

- Provide safeguards for authentication;
- Assess any cost and resource implications to both the public authority and the postal or telecommunications operator.

A SPOC must be accredited which involves undertaking appropriate training.

7. **Duration, Renewal and cancellation**

Authorisations and notices are only valid for one month beginning with the date on which the authorisation is granted or the notice given. A shorter period should be specified if possible.

An authorisation or notice may be **renewed** at any time during the month it is valid using the same procedure as used in the original application. A renewal takes effect on the date which the authorisation or notice it is renewing expires.

The code requires that all authorisations and notices should be **cancelled** by the Designated Person who issued it as soon as it is no longer necessary, or the conduct is no longer proportionate to what is sought to be achieved. The relevant postal or telecommunications operator should be informed.

8. **Retention of records**

Applications, authorisations and notices must be retained until the Council has been audited by the Commissioner and to allow the Tribunal (see below) to carry out its functions. A record should be kept of:

- the dates on which the authorisation or notice is started or cancelled.
- any errors that have occurred in the granting of authorisations or giving of notices.

A report and explanation of any errors must also be sent to the Commissioner as soon as is practicable.

10. **Oversight and Complaints**

The Act provides for an Interception of Communications Commissioner whose remit is to provide independent oversight of the use of the powers contained in Part I and the Code requires any person who uses the powers conferred by Part II to comply with any request made by the Commissioner to provide any information he requires to enable them to discharge their functions.

The Act also establishes an independent Tribunal to investigate and decide any case within its jurisdiction. Details of the relevant complaints procedure should be available for reference at Blaby District Council's public offices.

APPENDIX A

Code of Practice

Covert Surveillance

See Home Office website:

<http://tna.europarchive.org/20100419081706/http://security.homeoffice.gov.uk/ripa/publication-search/general-publications/ripa-cop/covert-surveil-prop-inter-COP>

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/118173/local-authority-england-wales.pdf

APPENDIX B

Code of Practice

Covert Human Intelligence Sources (CHIS)

See Home Office website:

<http://tna.europarchive.org/20100419081706/http://security.homeoffice.gov.uk/ripa/publication-search/general-publications/ripa-cop/covert-human-intel-source-COP>

APPENDIX C

Office of Surveillance Commissioners

Procedures & Guidance 2010

Please note:

As there is no link to this document on the Office of Surveillance Commissioners' website, it has been placed (as a PDF document – 'Appendix C') with the Council's RIPA Policy and Guidance Notes on the intranet

APPENDIX D

Home Office Guidance

October 2013

See Home Office website:

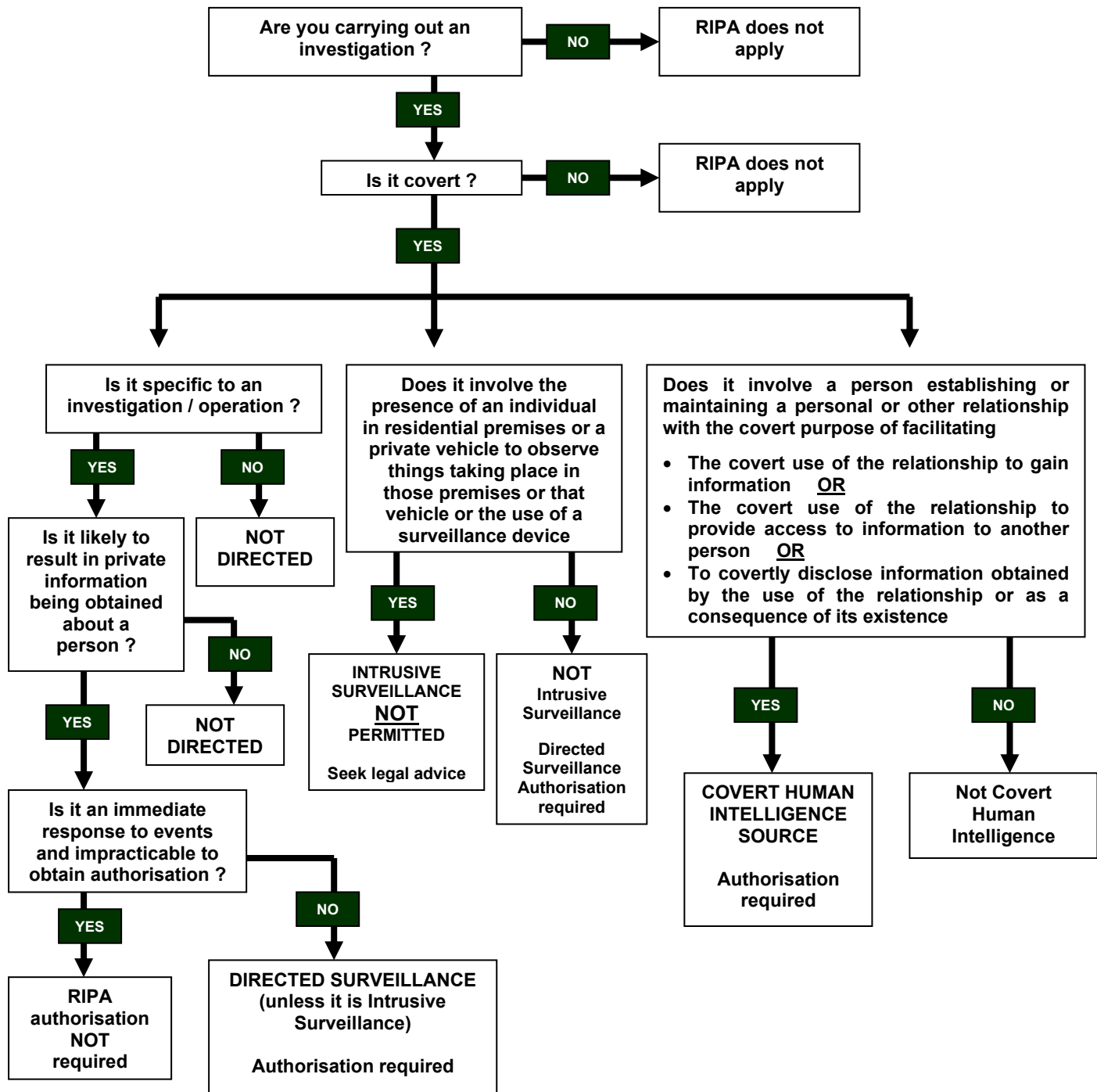
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/118173/local-authority-england-wales.pdf

APPENDIX E

DIRECTED SURVEILLANCE

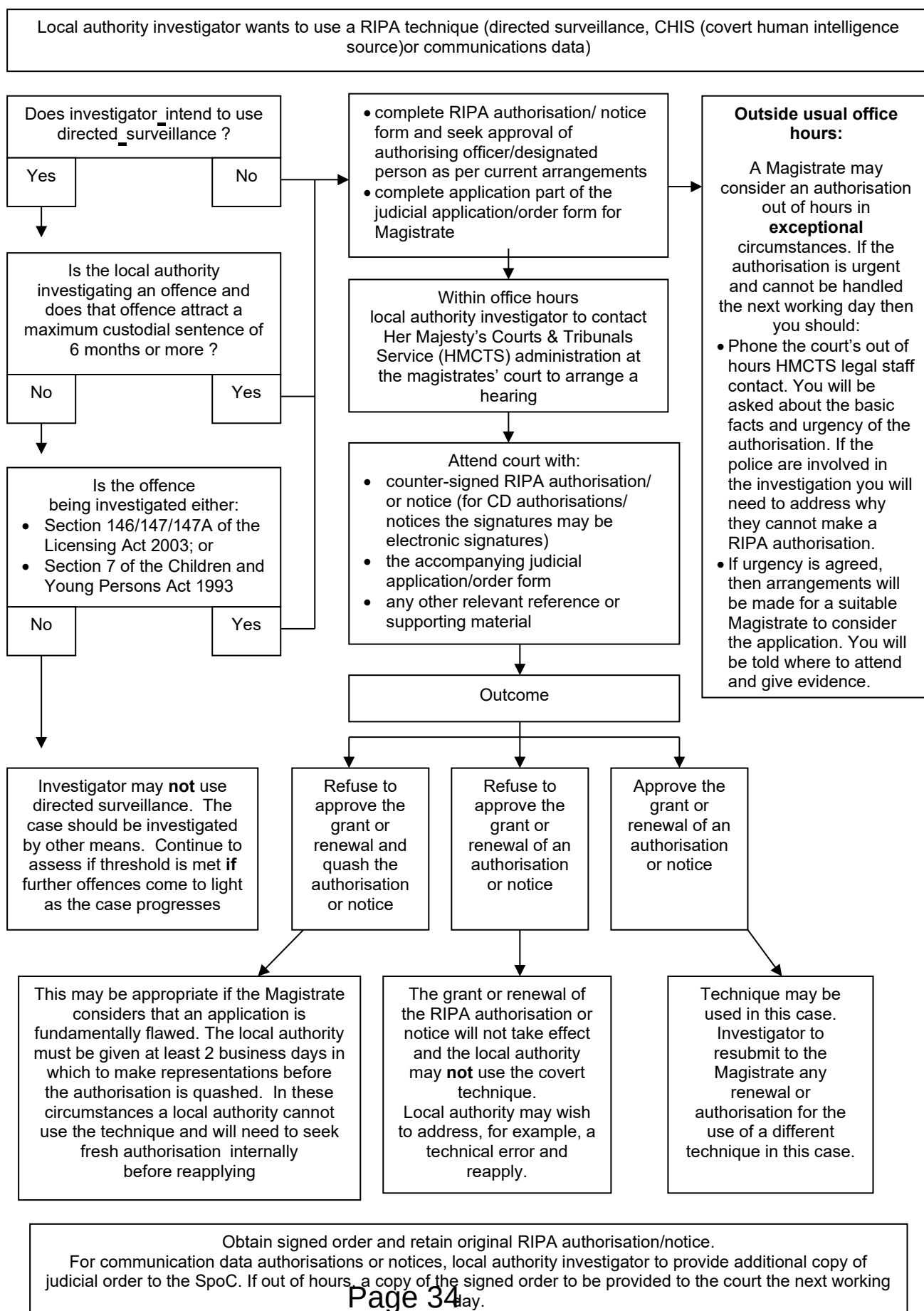
Regulation of Investigatory Powers Act 2000

Do you need Authorisation ?



APPENDIX F

LOCAL AUTHORITY PROCEDURE: APPLICATION TO A MAGISTRATE SEEKING AN ORDER TO APPROVE THE GRANT OF A RIPA AUTHORISATION OR NOTICE



APPENDIX G

Forms

Directed Surveillance

APPLICATION

<http://tna.europarchive.org/20100419081706/http://security.homeoffice.gov.uk/ripa/publication-search/ripa-forms/application-directed-surveillance?view=Standard&pubID=690596>

REVIEW

<http://tna.europarchive.org/20100419081706/http://security.homeoffice.gov.uk/ripa/publication-search/ripa-forms/review-directed-surveillance?view=Standard&pubID=690602>

CANCELLATION

Please note:

As the Home Office website does not contain the latest version of the cancellation form, this is attached separately to this document at Appendix K

(Please ensure you remove the words 'APPENDIX K' before printing this form)

RENEWAL

<http://tna.europarchive.org/20100419081706/http://security.homeoffice.gov.uk/ripa/publication-search/ripa-forms/renewal-directed-surveillance?view=Standard&pubID=690600>

APPENDIX H

Forms

Covert Human Intelligence Sources (CHIS)

APPLICATION

www.security.homeoffice.gov.uk/ripa/publication-search/ripa-forms/chis-application?view=Standard&pubID=447389

REVIEW

www.security.homeoffice.gov.uk/ripa/publication-search/ripa-forms/chis-review?view=Standard&pubID=447372

CANCELLATION

www.security.homeoffice.gov.uk/ripa/publication-search/ripa-forms/chis-cancellation?view=Standard&pubID=447391

RENEWAL

www.security.homeoffice.gov.uk/ripa/publication-search/ripa-forms/chis-renewal?view=Standard&pubID=447370

APPENDIX I

Code of Practice

Co

See Home Office website:

<http://tna.europarchive.org/20100419081706/http://security.homeoffice.gov.uk/ripa/publication-search/general-publications/ripa-cop/acquisition-disclosure-cop>

APPENDIX J

Forms – Part I

Communications data

APPLICATION

<http://www.security.homeoffice.gov.uk/ripa/publication-search/ripa-forms/communications-data.doc?view=Standard&pubID=446995>

NOTICE TO COMMUNICATION SERVICE PROVIDER

www.security.homeoffice.gov.uk/ripa/publication-search/ripa-forms/ripa-section-22-notice-update?view=Standard&pubID=590984

APPENDIX K

Unique Reference Number	
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Part II of the Regulation of Investigatory Powers Act 2000

Cancellation of a Directed Surveillance authorisation

Public Authority <i>(including full address)</i>	
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Name of Applicant		Unit/Branch /Division	
Full Address			
Contact Details			
Investigation/Operation Name (if applicable)			

Details of cancellation:

1. Explain the reason(s) for the cancellation of the authorisation:

Unique Reference Number

2. Explain the value of the directed surveillance in the operation:

3. What product has been obtained as a result of the surveillance activity? (You should list here the dates and times of the activity; the nature of the product (i.e., what it shows) and its format (e.g., visual recordings; stills images); associated log/reference numbers; where the product is to be held; and the name of the officer responsible for its future management.) ***nb** – if you have already provided these details in earlier reviews, a cross-reference here should suffice.*

Dates/times	Product obtained	Format & reference numbers	Storage location	Officer responsible

Name (Print)

Grade

Signature

Date

4. Authorising Officer's comments on product obtained. (Paragraph 2.18 of the Covert Surveillance Code of Practice states that arrangements must be in place for the handling, storage and destruction of material obtained through the use of covert surveillance. Authorising Officers must ensure compliance with the appropriate data protection requirements and any relevant codes of practice produced by individual authorities relating to the handling and storage of material. **You should record here how you intend this to be achieved.**)

Unique Reference Number	
-------------------------	--

5. Authorising Officer's comments on the outcome of this use of directed surveillance and formal cancellation instructions.

Name (Print)

Grade

Signature

Date and
Time

6. Time and Date when the Authorising Officer instructed the surveillance to cease *(if done verbally prior to this formal written cancellation)*.

Date:

Time:

APPENDIX L

Application for judicial approval for authorisation to obtain or disclose communications data, to use a covert human intelligence source or to conduct directed surveillance. Regulation of Investigatory Powers Act 2000, sections 23A, 23B, 32A, 32B.

Local authority:

.....

Local authority department:

.....

Offence under investigation:

.....

Address of premises or identity of subject:

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Covert technique requested: (tick one and specify details)

Communications Data ☐

Covert Human Intelligence Source ☐

Directed Surveillance ☐

Summary of details

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Note:

This application should be read in conjunction with the attached RIPA authorisation/RIPA application or notice.

Investigating				Officer:
Authorising	Officer/Designated			Person:
Officer(s)	appearing	before	Magistrate:	
Address	of	applicant	department:	
.....				
Contact	telephone			number:
Contact	email	address	(optional):	
Local	authority			reference:
Number	of			pages:
.....				

Order made on an application for judicial approval for authorisation to obtain or disclose communications data, to use a covert human intelligence source or to conduct directed surveillance. Regulation of Investigatory Powers Act 2000, sections 23A, 23B, 32A, 32B.

Magistrates'

court:

.....

Having considered the application, I (tick one):

☐

am satisfied that there are reasonable grounds for believing that the requirements of the Act were satisfied and remain satisfied, and that the relevant conditions are satisfied and I therefore approve the grant or renewal of the authorisation/notice.

☐

refuse to approve the grant or renewal of the authorisation/notice.

☐

refuse to approve the grant or renewal and quash the authorisation/notice.

Notes

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Reasons

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Signed:

Date:

Time:

Full Name:

Address of magistrates' court:

**Blaby District Council
Scrutiny Commission**

Date of Meeting 12 November 2025
Title of Report **Cabinet Executive Response to Scrutiny
Recommendations: Review into Recruitment and
Retention of Staff**
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 review into how the Council recruits and retains its staff.

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

The Scrutiny Commission submitted recommendations to Cabinet Executive on 12 May 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 23 June 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 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)

10.1 Scrutiny Commission report to [Cabinet Executive – 12 May 2025](#)

11. Report author's contact details

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

BLABY DISTRICT COUNCIL

Post Scrutiny – Cabinet Executive Response Form – Review into Recruitment and Retention of Staff.

Date: 23rd June 2025

Cabinet Member responsible for compliance with notice of requirement: **Cllr. Cheryl Cashmore - Deputy Leader and Finance, People & Performance Portfolio Holder**

	Recommendation	Agreed YES/NO/ IN PART	Cabinet Executive response including proposed action	Responsible Officer	Action by date
R1	That Scrutiny be provided with a date or timeline of when the next Workplace Health Needs Assessment or Staff Survey is planned.	Yes	This will fall within the remit of one of the new posts requested as part of growth of the existing HR establishment. Therefore, assuming a successful recruitment process the staff survey will be actioned during this year, however in terms of the Workplace Health Needs assessment we will be reviewing where this sits within the organisation to ensure best fit in terms of launch and delivery and timelines will be defined as a result	ICT and Transformation Group Manager	Qtr 3 2025/26
R2	That a review of the Jobs Fair be carried out to ensure that it reaches its full potential.	No	Cabinet thanks Scrutiny for this recommendation but feels the need to highlight that the fair itself is not an HR function/area of responsibility It is organised and managed (including promotion/comms) by the Community, Business, Work & Skills Team. The Jobs Fair is an opportunity to raise awareness of the Council as an employer and highlight our benefits; HR advertise the vacancies we have available at the time and encourage people to sign up to Blaby District Council (BDC) online sites to maintain awareness of	N/A	N/A

	Recommendation	Agreed YES/NO/ IN PART	Cabinet Executive response including proposed action	Responsible Officer	Action by date
			vacancies as they are advertised. In terms of the number of people successfully recruited as a result, this is challenging to track and is also dependent on whether we have any specific vacancies at the time of the jobs fair.		
R3	That the online job application form, including the completed form format be reviewed to ensure it is modernised and fit for purpose.	Yes	The BDC Performance and Information Team are currently working with HR to undertake a wider piece of work to look at our iTrent system which we use as part of the recruitment process. This can be explored within the scope of that project.	ICT and Transformation Group Manager	Qtr 3-4 2025/26
R4	That shortlisting and interview forms be reviewed to ensure they are user friendly and fit for purpose.	Yes	The BDC Performance and Information Team are currently working with HR to undertake a wider piece of work to look at our iTrent system which we use as part of the recruitment process. This can be explored within the scope of that project.	ICT and Transformation Group Manager	Qtr 3-4 2025/26
R5	That unsuccessful applicants receive a response from the Council.	Yes	All applicants receive a generic acknowledgment of submission, and in addition receive an email with role title in, confirming above and advising if short listed we will contact them via email. The BDC Performance and Information Team are currently working with HR to undertake a wider piece of work to look at our iTrent system which we use as part of the recruitment process. This can be explored within the scope of that project.	ICT and Transformation Group Manager	Qtr 3-4 2025/26

	Recommendation	Agreed YES/NO/ IN PART	Cabinet Executive response including proposed action	Responsible Officer	Action by date
R6	That Managers be given the opportunity and flexibility to consider which recruitment process suits the role they are recruiting to. Scrutiny considers this to be an increased use of CV's and covering letters, simpler application forms where appropriate to match the recruitment process to the role.	Yes	This flexibility already exists. Whilst it is not feasible given the size of the team to offer a bespoke service to all recruiting managers, where there are known challenges to recruit to roles/areas of the organisation the HRA works closely with the service manager to consider alternative methods for recruitment. What we would need to do in terms of consideration of increasing the request for CVs and Cover Letters is to consider how we would then capture the mandatory information we need outside of this using the system we have and automating as much as possible to reduce the burden on the team. The BDC Performance and Information Team are currently working with HR to undertake a wider piece of work to look at our iTrent system which we use as part of the recruitment process. This can be explored within the scope of that project.	ICT and Transformat ion Group Manager	Qtr. 3-4 2025/26
R7	That the 'Guidance on Applying' webpage be reorganised and guidance notes are combined into one document.	Yes	Already being actioned/considered/captured as part of the policies audit work but will also be captured as part of the wider iTrent system project based on the knowledge that when we change our recruitment processes the wraparound guidance documentation will need to mirror that	ICT and Transformat ion Group Manager	Qtr. 3-4 2025/26
R8	That exit survey feedback be provided to Group Managers to disseminate to line managers.	In Part	We need to explore how feasible this is and consider any impact of doing so – may need to be on a case-by-case basis. This will fall within the remit of one of the new posts requested as part of growth of the existing HR establishment. Therefore, assuming a successful recruitment process this is likely to fall within Qtr. 3-4 2025/26.	ICT and Transformat ion Group Manager	Qtr. 3-4 2025/26

	Recommendation	Agreed YES/NO/ IN PART	Cabinet Executive response including proposed action	Responsible Officer	Action by date
R9	That anonymised exit survey feedback be provided to Scrutiny Commission annually for consideration.	In Part	Whist we thank Scrutiny for their recommendation we feel that staff exit feedback is a tool/mechanism which should be kept and used for operational purposes and Officer consideration, particularly but not exclusively in terms of ensuring we maintain confidentiality for those who choose to participate. However, we would be able to highlight any themes or areas of concern that emerge as part of the exit interview process.	ICT and Transformation Group Manager	Ongoing as matters arise
R10	That the exit survey process be reviewed, and all leavers be strongly encouraged to complete it.	In Part	The process can be reviewed, and this will fall within the remit of one of the new posts requested as part of growth of the existing HR establishment. Therefore, assuming a successful recruitment process this is likely to fall within Qtr. 3-4 2025/26. However, in terms of leavers being strongly encouraged to complete the survey this would be the responsibility of the organisation people managers	ICT and Transformation Group Manager	Qtr. 3 - 4 2025/26
R11	Scrutiny welcomes a review of annual leave provided to enhance the quality of the current benefits package.	No	This was included within presentation data at a follow-up session to Scrutiny on 25.03.2025. Within this session it was agreed that in light of LGR / Devolution it would be wise to not pursue this recommendation at the current time	N/A	N/A
R12	That learning and development training needs are assessed corporately by the authority to deliver an efficient learning and development programme.	Yes	This will fall within the remit of one of the new posts requested as part of growth of the existing HR establishment. Therefore, assuming a successful recruitment process, this is likely to fall within Qtr. 3-4 2025/26.	ICT and Transformation Group Manager	Qtr. 3 - 4 2025/26

	Recommendation	Agreed YES/NO/ IN PART	Cabinet Executive response including proposed action	Responsible Officer	Action by date
R13	That 360-degree appraisals be introduced at the Council for Managers.	No	2024 saw the introduction of the current, newly created Annual Progress Reviews, developed with the support of Service Managers and endorsed by SLT. Our preference is to support and encourage it to be used. A review would follow of its effectiveness for reviewees and reviewers	N/A	N/A
R14	That a central corporate budget be created to actively encourage and support the Apprenticeship Scheme.	No	The central (HR) budget we have for L&D has funded corporate L&D opportunities such as ILM, Brilliant Manager and Solace Courses. The Apprenticeship Scheme is specifically and separately covered via the levy. HR are also exploring drafting a guidance document which will outline the process for accessing the levy/scheme for both entry level apprentices into the authority and existing employees to upskill in new areas which evidence added value to both them as individuals and the organisation	N/A	N/A
R15	Scrutiny supports comments made to increase resource in the Service, with a renewed focus to aid Learning and Development in the Council.	Yes	Cabinet would like to reassure Scrutiny that this has been explored at length and as a result approval has been sought and provided to grow the existing HR team in terms of some additional resource specifically to support focus on learning and organisational development	ICT and Transformation Group Manager	Qtr. 3 - 4 2025/26
R16	That Human Resources consider using AI Generative tools to drive efficiency, optimise workflow and embrace technological advancements.	In Part	Cabinet agree that this is absolutely something to consider but further into the future. This will be dependent on our ICT which is in transition currently. Once we have a stabilised, resilient core HR team and also when BDC ICT is in a steady state we can start to consider and explore	N/A	N/A

	Recommendation	Agreed YES/NO/ IN PART	Cabinet Executive response including proposed action	Responsible Officer	Action by date
			innovations across our digital platforms such as the introduction of AI. It is worth noting that our Comms Service Manager is currently leading a piece of work to look at piloting AI in some areas of the organisation but that will need to be carefully considered in terms of risks (data accessibility), costs and will be dependent on the progress of our ICT in-house service		
R17	That a small working group of Officers from varied services be established to support the Human Resources team to enact the recommendations detailed in this report.	In Part	We thank Scrutiny for this suggestion of additional support. Our expectation is that for those recommendations where additional actions are required consultation with, and support from, fellow services will occur as part of the process without the need for a dedicated working group at this time	N/A	N/A

Scrutiny Work Programme 25/26

Date:	Item	Detail	Attendance required	Forum	Progress
11 June 2025	Food Waste Collection	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. Scrutiny also requests an update on the Electric Vehicles, following the information which was provided on 11 th June.	Paul Coates Ashley Hatfield	Scrutiny Commission	Complete (pending update on electric vehicle fleet)
Thursday 10 July 2025 Thursday 18 September 2025 Thursday 13 November 2025 (previously 6 November)	iPlan Workshop (Corporate Measures)	To examine areas of concern, trends and performance through iPlan – the Council's Corporate Measures system.	Luke Clements	Working Group	3 April 2025 – Members reviewed responses from SLT, reviewed current P1 Measures. Members also requested the attendance of the Planning & 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. 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

Scrutiny Work Programme 25/26

Date:	Item	Detail	Attendance required	Forum	Progress
					Corporate Performance. Members requested a list of statutory objectives the Council collects/reports data on for the next meeting. 18 September – The Performance and Information Service Manager presented a refined list of the statutory duties placed on local authorities. Cllr. Neil Wright requested further work on the list for the next meeting to enable a discussion of how to proceed with shaping the Councils performance reporting.
10 September	Review of the Member Champion roles	Following the addition of 2 new member Champion roles at Annual Council, bringing the total number to 5 champions, Scrutiny wish to explore: • Value added • Priorities of champions • The process for creating new champion positions	Leader of the Council Chief Executive	Scrutiny Commission	10 September – it was agreed that a Task & Finish Group be created to enable Scrutiny to consider roles and responsibilities of each Champion, how they are held accountable, how they are appointed (e.g. on expertise and knowledge). The Task and Finish Group would also allow the Champions to share their ambitions, priorities and background on what's expected of them in their Member Champion roles.
26 th June 28 th October	Local Government Reorganisation and Devolution	2 July: • The rationale behind the need to request additional establishment resource at cabinet less than 2 months after the budget was approved • To discuss the approach of other authorities and where the	Directors	Working Group	28 October – All non-executive Members were invited to consider the draft proposal 'The Case for Three Unitary Councils in a Future Leicestershire & Rutland'. Members considered the draft proposal with Scrutiny Commission Members providing the final response for Cabinet to consider at their meeting on 20

Scrutiny Work Programme 25/26

Date:	Item	Detail	Attendance required	Forum	Progress
		District Councils sit in relation to this - To discuss central governments response to the District Council proposal - What will be BDCs legacy after LGR?			November. Scrutiny Commission has also requested early involvement in the next stage of LGR and Devolution to ensure it can make a meaningful contribution to the development of future plans and implementation.
26 November	Lightbulb	Scrutiny requests a breakdown of Blaby's contribution compared to other partner authorities. Exploration of Lightbulb pilots and suggested outcome.	Caroline Harbour	Task & Finish	
Tuesday 9 December TBC whether 2 meetings are required.	Local Police	Updates are not consistently provided from local police to ward members/parishes. Why? Examine the level of communication between local police with ward members/parish councils. 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.	Caroline Harbour Rebecca Holcroft Carol Parker	Task & Finish	

Scrutiny Work Programme 25/26

Date:	Item	Detail	Attendance required	Forum	Progress
4 February 2026	Annual Complaints Report	This is reviewed annually by Scrutiny. Scrutiny wish to receive information on: • Emerging themes • Trends over the last 5 years • Outcomes of complaints • Number of complaints related to calls received	Luke Clements		
TBC	Temporary Accommodation & Affordable Housing provision	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? What consideration has been given to the impact of any ongoing maintenance costs?	Portfolio Holder Sarah Pennelli Caroline Harbour, Ian Jones/John Crane	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	To explore: • Cost • Outcomes and if the value of these are evaluated	Directors	Scrutiny Commission	Initial data provided to Scrutiny Commissioners on 1 st September. It was agreed to proceed to a Scrutiny Commission meeting.
TBC	HR – Phase 2	This work will examine: • Current days lost to sickness including a breakdown of how many lost to stress and mental health issues.	TBC	Working Group	Would please like a later date request on this – early 2026 if possible. We are currently recruiting into new (approved) roles within the team and they will have a key part to play in this piece of work. We

Scrutiny Work Programme 25/26

Date:	Item	Detail	Attendance required	Forum	Progress
		- How are managers supported? - What support is provided to staff? - A timeline of when the next Workplace Health Needs Assessment or Staff Survey or similar is planned. - What consideration have been given to the possible impact on recruitment and retention of LGR			also have a key project looking at data extraction to support scrutiny of areas such as sickness absence which we would like to be in a position to share as part of this piece of work with Scrutiny Working Group
TBC	Car Park Strategy	To evaluate whether the strategies set out in the Car Parks Strategy are fit for purpose.	Caroline Harbour	Task & Finish	
Items removed from the Work Programme					
	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.			Response from Officers circulated at Commissioners meeting on 4 June. It was agreed that the item be removed given the evidence provided which demonstrated the lack of public appetite for a paper communication and the high cost of reintroduction.
	Biodiversity	What plan or policy is in place to maintain and improve the biodiversity within the district? Are developers delivering on their requirements? What is Blaby District Council doing to promote biodiversity?			Initial briefing note was provided to Commissioners which they felt sufficiently addressed their queries. It was agreed the briefing note would be shared with all members. The item has now been removed from the Work Programme.

Scrutiny Work Programme 25/26

Date:	Item	Detail	Attendance required	Forum	Progress
	Inbound calls to Blaby District Council	- The number of calls dropped after transfer to departments - Customer satisfaction survey results - Statistics on the number of calls received, to which departments, number of complaints related to calls received			Commissioners were provided with a breakdown of customer satisfaction survey results which indicated a positive resident experience. It was agreed this was not an area that Scrutiny could add further value and it was therefore removed from the Work Programme.

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	n/a	11 June	2 June, publish 3 June	- Cabinet Exec response to Scrutiny Budget recommendations - Kerbside Collection Policy, Food Waste Collection and update on electric vehicles
16 October	7 October, publish 8 October	n/a	10 September	1 September, publish 2 September	- State of the District Update by Leader - Review of Member Champion roles
28 October	19 October, publish on 20 October	Consideration of draft LGR proposal	12 November	3 November, publish 4 November	- Introduction to Health and Leisure - RIPA
29 October	20 October, publish 21 October	Cancelled	04 February 2026	26 January, publish 27 January	Annual Complaints Report
13 November	4 November, publish 5 November	Cancelled	22 April	13 April, publish 14 April	
26 November	14 November, publish 17 November	Lightbulb	17 June	8 June, publish 9 June	
2 December	21 November, publish 24 November	Capital Programme 26/27	9 September	28 August, publish 1 September	
9 December	28 November, publish 1 December	Local Police	4 November	26 October, publish 27 October	
10 March	27 February, publish 2 March				
25 March	16 March, publish 17 March				
29 April	20 April, publish 21 April				

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**BLABY DISTRICT COUNCIL
Forward Plan
FOR THE PERIOD: November 2025 to April 2026**

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:

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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 | cldr.ben.taylor@blaby.gov.uk |
| • Cllr. Cheryl Cashmore | Deputy Leader and Finance, People & Transformation | cldr.cheryl.cashmore@blaby.gov.uk |
| • Cllr. Nick Chapman | Health, Community and Economic Development | cldr.nick.chapman@blaby.gov.uk |
| • Cllr. Nigel Grundy | Neighbourhood Services & Assets | cldr.nigel.grundy@blaby.gov.uk |
| • Cllr. Les Phillimore | Housing, Community Safety and Environmental Services | cldr.les.phillimore@blaby.gov.uk |
| • Cllr. Mike Shirley | Planning and Strategic Growth | cldr..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?
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November 2025

<u>Approval of Absence (Local Government Act 1972, Section 85(1))</u> That Council approves the waiver of the six-month attendance rule provided for within section 85(1) Local Government Act 1972 for a Councillor due to sickness.	None	Council	18 November 2025	No	07 November 2025 Councillor Ben Taylor Sandeep Tiensa, Senior Democratic Services & Scrutiny Officer	Public
<u>Recommendations of the Independent Remuneration Panel</u> For Members to consider the recommendations of the Panel.	None	Council	18 November 2025	No	07 November 2025 Councillor Ben Taylor Sandeep Tiensa, Senior Democratic Services & Scrutiny Officer	Public
<u>Recommendations of the Parish Remuneration Panel</u> For Members to consider the recommendations of the Panel.	None	Council	18 November 2025	No	07 November 2025 Councillor Ben Taylor Sandeep Tiensa, Senior Democratic Services & Scrutiny Officer	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>Corporate Action Plan 24-25 Closure Report</u> That members review the progress made towards the Corporate Action Plan 24-25 via this Closure Report.	None	Council	18 November 2025	No	07 November 2025 Councillor Ben Taylor Luke Clements, Business Systems & Information Manager	Public
<u>Treasury Management Mid Year Monitoring Report 2025/26</u> This report updates the Members on the treasury management activities during the second quarter of 2025/26.	None	Council	18 November 2025	No	07 November 2025 Councillor Cheryl Cashmore Katie Hollis, Finance Group Manager	Public
<u>Quarter 2 Capital Programme Review 2025/26</u> This report provides Members an update on expenditure against the Capital Programme for the second quarter of 2025/26.	None	Council Cabinet Executive	18 November 2025 20 November 2025	No	07 November 2025 12 November 2025 Councillor Cheryl Cashmore 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?
<u>Temporary Accommodation Proposal</u> That the temporary accommodation proposal be approved.	None	Cabinet Executive	20 November 2025	Yes	12 November 2025 Councillor Ben Taylor Julia Smith, Chief Executive	Private
<u>Blaby District Council Tenancy Strategy</u> That the updated strategy be approved.	None	Cabinet Executive	20 November 2025	Yes	12 November 2025 Councillor Les Phillimore John Crane, Housing Strategy Team Leader	Public
<u>Quarter 2 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 September 2025.	None	Cabinet Executive	20 November 2025	No	12 November 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?
<u>Schedule of Charges 2026/27</u> This report lays out the proposed fees and charges for the financial year commencing 1st April 2026.	None	Cabinet Executive	20 November 2025	No	12 November 2025 Councillor Cheryl Cashmore Joanne Davis, Accountancy Services Manager	Public
<u>Local Government Reorganisation and Devolution</u> Cabinet to refer the draft Final Submission of the proposal for LGR for Leicestershire, Leicester and Rutland to Council for comment	None	Cabinet Executive	20 November 2025	No	12 November 2025 Councillor Ben Taylor Gemma Dennis, Corporate Services Group Manager	Public
<u>Corporate Action Plan 25-26 Mid-Year Report</u> That members review the progress made towards the Corporate Action Plan 25-26 via this mid-year update.	None	Cabinet Executive	20 November 2025	No	12 November 2025 Councillor Ben Taylor Luke Clements, Business Systems & Information 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>Air Quality Action Plan 2025 - 2029</u> To seek approval for the Air Quality Action Plan (Final version) 2025 – 2029.	Air Quality Action Plan (draft)	Cabinet Executive	20 November 2025	Yes	12 November 2025 Councillor Les Phillimore Catherine Redshaw, Project Officer - Air Quality	Public
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April 2026

<u>Proposed Submission Draft Blaby Local Plan for Regulation 19 Public Consultation</u> The purpose of this report is to provide members with the draft Local Plan and to seek approval to formally go out for public consultation.	None	Council	14 April 2026	No	02 April 2026 Councillor Mike Shirley Vicky Chapman, Development Strategy Manager	Public

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