

Agenda

Meeting name	Meeting of the Scrutiny Committee
Date	Tuesday, 25 July 2023
Start time	6.30 pm
Venue	Parkside, Station Approach, Burton Street, Melton Mowbray, Leicestershire. LE13 1GH
Other information	This meeting is open to the public

Members of the Scrutiny Committee are summoned to the above meeting to consider the following items of business.

Edd de Coverly
Chief Executive

Membership

Councillors	M. Brown (Chair)	A. Thwaites (Vice-Chair)
	S. Atherton	R. Child
	C. Evans	M. Gordon
	J. Mason	S. Lumley
	R. Sharp	T. Webster

Quorum: 5 Councillors

Meeting enquiries	Democratic Services
Email	democracy@melton.gov.uk
Agenda despatched	Monday, 17 July 2023

No.	Item	Page No.
1.	APOLOGIES FOR ABSENCE	
2.	MINUTES To approve the Minutes of the previous meeting held on 18 April 2023.	1 - 6
3.	DECLARATIONS OF INTEREST Members to declare any interest as appropriate in respect of items to be considered at this meeting.	7 - 8
4.	REVIEW OF THE FORWARD PLAN To consider the attached Forward Plan and identify any relevant items for inclusion in the Scrutiny Work Programme, or to request further information.	9 - 32
5.	REVIEW OF THE SCRUTINY WORK PROGRAMME 2023/24 Members are to review and comment upon the attached Scrutiny Work Programme 2023/24.	33 - 40
6.	CCTV POST IMPLEMENTATION REVIEW The CCTV Post Implementation Review is to be presented to the Committee.	41 - 50
7.	COMMUNITY HEALTH AND WELL-BEING PLAN The Community Health and Well-Being Plan is to be presented to the Committee. Report to follow.	
8.	URGENT BUSINESS To consider any other items that the Chair considers urgent	

Minutes

Meeting name	Scrutiny Committee
Date	Tuesday, 18 April 2023
Start time	6.30 pm
Venue	Phoenix House, Nottingham Road, Melton Mowbray, Leicestershire. LE13 9SB

Present:

Chair Councillor R. Child (Chair)

Councillors J. Wilkinson (Vice-Chair) S. Atherton
S. Carter P. Chandler
E. Holmes S. Lumley
P. Posnett MBE T. Webster

In Attendance Leader of the Council – Councillor J. Orson
Portfolio Holder for Corporate Governance, Finance and Resources –
Councillor R. de Burle

Officers Chief Executive
Director for Housing and Communities (Deputy Chief Executive)
Assistant Director for Housing Management
Revenue and Benefit Manager
Senior Democratic Services and Scrutiny Officer

Minute No.	Minute
67	<p>APOLOGIES FOR ABSENCE No apologies for absence were received. Councillor Evans was absent.</p>
68	<p>MINUTES The Minutes of the meeting held on 14 March 2023 were approved.</p>
69	<p>DECLARATIONS OF INTEREST An interest in respect to Councillors Orson and Posnett was noted as being on record for any matter which relate to Leicestershire County Council.</p>
70	<p>REVIEW OF THE FORWARD PLAN The Chairman introduced the Cabinet Forward Plan and invited Members to comment.</p> <p>Following a query on the Learning Management System Project, it was explained to Members that the system is an online learning portal for staff and the decision relates to the renewal of the contract.</p>
71	<p>REVIEW OF THE SCRUTINY WORK PROGRAMME 2022/23 The Chairman introduced the Scrutiny Work Programme 2022/23 and invited Members to comment upon the document.</p>
72	<p>THE LEADER OF THE COUNCIL'S ANNUAL PRESENTATION The Leader delivered his presentation. In delivering his presentation the Leader made the following key points:</p> <ul style="list-style-type: none"> • The Council had been nominated as the most improved Council at the LGC Awards and is the only district council that has been nominated in that category. • The Leader thanked the Officers and Leicestershire County Council for the smooth implementation of the Homes for Ukraine scheme. • The Council were the first district in Leicestershire to introduce measures to alleviate the cost of living for residents. • The Portfolio Holder for Housing and Landlord Services has effectively used his expertise when assisting homelessness prevention. • The Council had been involved in successful high profile prosecutions including Krispy Kreme and animal welfare. • Eight houses in Old Dalby have been purchased for social housing provision. They are currently being built and six will be built with enhance environmental measures. • It was recognised that the northern and eastern section of the Melton Mowbray Distributor Road (MMDR) is now proceeding and the Council has supported the construction of the southern section. The application for the southern section is expected in the autumn. The Leader noted that if the

MMDR doesn't proceed then the local plan would have to be revisited as targets would not be met.

- The staff survey has shown that there is high positive satisfaction amongst staff which is positive as high satisfaction is important when wanting to retain staff.
- The Leader noted that with inflation running at 10%, this devalues the funding that has been received as a part of the Levelling Up Fund and the United Kingdom Shared Prosperity Fund, therefore it is important that the funds are spent 'on time' in order to receive maximum value.
- The Leader thanked all Members and Officers of the Council for all their hard work and contributions over the past four years.

Following a question regarding the upgraded CCTV network, Members were informed that the upgraded network had recently gone live but that the Director for Housing and Communities will provide some further clarity on when it went live.

In response to a query about Council property with damp, the Leader confirmed that whilst there have been properties with damp, the issue has been dealt with swiftly by Officers. It was recognised that the Council's response to properties with damp has improved during this term.

Following a query on waste collection and in particular food waste collection, the Leader stated that changes in waste collections is to encourage residents to recycle more but that the implementation of a new waste collection regime is dependent on sufficient funding being provided from central government.

The comment was made that irresponsible dog owners are causing a number of issues in the rural areas, the Leader responded by confirming that the Council has a Community Safety Team who can tackle issues such as dog fouling, however the Council can't tackle trespass, as that is a civil action between the landowner and the dog owner. The point was raised in relation to tenants with problem animals. In response, it was confirmed that unless it can be proved the animal is causing a significant problem then the issue can be difficult to deal with. There is also an issue balancing the problems the animal causes and the comfort the animal gives the tenant.

In response to a question on the MMDR, the Leader stated that he was confident that all sections would be built.

A discussion ensued on the town centre offer, in response the Leader commented that a new hotel could entice extra visitors and rejuvenate the night time economy.

(At 7:20pm, following the conclusion of this item, the Leader, Councillor Orson left the meeting and did not return.)

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INCOME COLLECTION AND DEBT MANAGEMENT - PROGRESS UPDATE

The Assistant Director for Housing Management and the Revenue and Benefit Manager introduced the report.

In response to a query, it was explained that the Income and Tenancy Sustainment Officer was appointed on 24 October 2022 and since then they have taken action which has recovered £35k. It was explained that it has been difficult to recover debt from some tenants as they are on benefits and have less income to be able to pay their debts. Members were informed that Housing Officers will be visiting tenants more regularly so that any potential issues can be identified and the Council offer the option for weekly direct debit payments in order to assist tenants manage their bills more effectively. In some instances an agreement which is affordable to the tenant would be reached. The recovery of £35k was welcomed by Members and it was seen as a sign of moving in the right direction.

Following a question, it was explained that there has been an 11% reduction in garage rents and that Officers are looking at alternative uses for some undesirable garage sites in order to maximise value. The comment was made that if the tenant of a garage is in arrears then the tenancy should be terminated.

In response to a query, it was confirmed that there has been a reduction in the amount of sundry debt. In addition to this, the wheels to work debt has been written off.

Scrutiny Committee

RESOLVED

that Members' comments are presented to Cabinet at the next Cabinet meeting.

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SCRUTINY ANNUAL REPORT 2022/23

The Scrutiny Annual Report 2022/23 was presented to the Committee.

Scrutiny Committee

RESOLVED

- 1) that the Annual Report be approved; and**
- 2) that the report is presented to Council at the meeting scheduled for July 2023.**

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URGENT BUSINESS

There was no urgent business.

The meeting closed at: 7.51 pm

Chair

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MEMBER INTERESTS

Do I have an interest?

1 DISCLOSABLE PECUNIARY INTERESTS (DPIs)

A “Disclosable Pecuniary Interest” is any interest described as such in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and includes an interest of yourself, or of your Spouse/Partner (if you are aware of your Partner's interest) that falls within the following categories: Employment, Trade, Profession, Sponsorship, Contracts, Land/Property, Licences, Tenancies and Securities.

A Disclosable Pecuniary Interest is a Registerable Interest. Failure to register a DPI is a criminal offence so register entries should be kept up-to-date.

2 OTHER REGISTERABLE INTERESTS (ORIs)

An “Other Registerable Interest” is a personal interest in any business of your authority which relates to or is likely to affect:

- a) any body of which you are in general control or management and to which you are nominated or appointed by your authority; or
- b) any body
 - (i) exercising functions of a public nature
 - (ii) any body directed to charitable purposes or
 - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

3 NON-REGISTRABLE INTERESTS (NRIs)

“Non-Registrable Interests” are those that you are not required to register but need to be disclosed when a matter arises at a meeting which directly relates to your financial interest or wellbeing or a financial interest or wellbeing of a relative or close associate that is not a DPI.

In each case above, you should make your declaration at the beginning of the meeting or as soon as you become aware. In any other circumstances, where Members require further advice they should contact the Monitoring Officer or Deputy Monitoring Officer in advance of the meeting.

Declarations and Participation in Meetings

1 DISCLOSABLE PECUNIARY INTERESTS (DPIs)

- 1.1 Where a matter arises at a meeting which **directly relates** to one of your Disclosable Pecuniary Interests which include both the interests of yourself and your partner then:
- a) you must disclose the interest;
 - b) not participate in any discussion or vote on the matter; and
 - c) must not remain in the room unless you have been granted a Dispensation.

2 OTHER REGISTERABLE INTERESTS (ORIs)

- 2.1 Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests i.e. relating to a body you may be involved in:
- a) you must disclose the interest
 - b) may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter; and
 - c) must not remain in the room unless you have been granted a Dispensation.

3 NON-REGISTRABLE INTERESTS (NRIs)

- 3.1 Where a matter arises at a meeting, which is not registrable but may become relevant when a particular item arises i.e. interests which relate to you and /or other people you are connected with (e.g. friends, relative or close associates) then:
- a) you must disclose the interest;
 - b) may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter; and
 - c) must not remain in the room unless you have been granted a Dispensation.

4 BIAS

- 4.1 Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias. If you have been involved in an issue in such a manner or to such an extent that the public are likely to perceive you to be biased in your judgement of the public interest (bias):
- a) you should not take part in the decision-making process
 - b) you should state that your position in this matter prohibits you from taking part
 - c) you should leave the room.

In each case above, you should make your declaration at the beginning of the meeting or as soon as you become aware. In any other circumstances, where Members require further advice they should contact the Monitoring Officer or Deputy Monitoring Officer in advance of the meeting.

MELTON BOROUGH COUNCIL Forward Plan

FOR THE PERIOD July 2023 - October 2023

What is the Plan?

It is a list of the Key Decisions to be taken by the Cabinet 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 is to be held. The Plan is available to view at the Council's main offices in Melton, or on the Council's website, <http://www.melton.gov.uk>.

What is a Key Decision?

Definition of a key decision as detailed in the Council's Constitution is one which is likely to result in the Council:

- Incurring expenditure of £50,000 or more, or;
- Making savings or generate income of £50,000 or more, and/or
- Has a significant impact on two or more wards in the Borough and on communities living or working in those areas.

Who makes Key Decisions?

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

- Cabinet
- The Leader and Portfolio Holders
- Individual officers acting under delegated powers

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 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?

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

- Leader of the Council, Housing and Landlord Services
- Governance, Environment and Regulatory Services (and Deputy Leader)
- Customers, Communities and Neighbourhoods
- Town Centre, Growth and Prosperity
- Corporate Finance, Property and Resources

What is the role of Scrutiny?

The Council's Scrutiny Committee's role is to contribute to the development of Council policies, scrutinise decisions of the Cabinet and hold them to account and to consider any matter affecting Melton Borough 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 01664 502502

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, Melton Borough Council, democracy@melton.gov.uk 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 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	Background Papers	Decision Maker	Date of Decision	Key Decision?	Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<p><u>Award of Contract – Lift Refurbishment at Granby House</u></p> <p>To award a contract for the passenger lift refurbishment at Granby House.</p>		Portfolio Holder for Corporate Finance, Property & Resources	Not before 14th Jul 2023	Yes	Portfolio Holder for Corporate Finance, Property & Resources Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)	Open
<p><u>Sale of Cattle Market North</u></p> <p>The sale of Council land at the North End of the Cattle market, which comprises an approximate area of 1.69 acres, allocated for housing.</p>		Director for Growth and Regeneration	Not before 14th Jul 2023	Yes	Portfolio Holder for Town Centre, Growth & Prosperity Jiten Ravat, Corporate Property and Assets Manager	Open

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<p><u>Contract Rates Uplift – Electrical Re-wires (Newey)</u></p> <p>To approve an uplift in the contract rates and amend the contract documents as required.</p>		<p>Portfolio Holder for Corporate Finance, Property & Resources</p>	<p>Not before 14th Jul 2023</p>	<p>Yes</p>	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Christopher Flannery, Housing Asset Manager</p>	<p>Open</p>
<p><u>Award of Contract - Cyclical Decoration Contract</u></p> <p>No award a contract for a contractor to carry out external decoration of Council owned housing properties.</p>		<p>Leader of the Council & Portfolio Holder for Housing & Landlord Services</p>	<p>Not before 14th Jul 2023</p>	<p>Yes</p>	<p>Leader of the Council & Portfolio Holder for Housing & Landlord Services</p> <p>Christopher Flannery, Housing Asset Manager</p>	<p>Fully exempt 3</p>

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<p><u>Procurement of evidence base for the Local Plan Review</u></p> <p>The evidence that will be procured is as follows:</p> <ul style="list-style-type: none"> - Retail Study - Employment Study - Strategic Flood Risk Assessment (Stages 1 and 2) - Climate Change Study - Open Space Assessment Report - Local Housing, Economics and Affordable Housing Need Assessments (these could be 2 studies) - Gypsy and Traveller & Travelling Showpeople Assessment - Sustainability Assessment (and Habitats Regulations Assessment) - Green Infrastructure Strategy - Integrated Water Management Study 		<p>Director for Growth and Regeneration</p>	<p>Not before 14th Jul 2023</p>	<p>Yes</p>	<p>Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)</p> <p>Sarah Legge, Assistant Director for Planning</p>	<p>Open</p>

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<p><u>Lease Renewal at 66/68 Snow Hill, Melton Mowbray</u></p> <p>To arrange a lease renewal at 66/68 Snow Hill, Melton Mowbray</p>		Director for Growth and Regeneration	Not before 14th Jul 2023	Yes	<p>Portfolio Holder for Town Centre, Growth & Prosperity</p> <p>Jiten Ravat, Corporate Property and Assets Manager</p>	Fully exempt 3
<p><u>Housing Management Policies</u></p> <p>To approve the following policies:</p> <ol style="list-style-type: none"> 1. Anti-social Behaviour Policy 2. Garages Allocations & Arrears Policy 3. Scooter Pod Allocations & Arrears Policy 4. Recharge Policy 		Leader of the Council & Portfolio Holder for Housing & Landlord Services	Not before 14th Jul 2023	Yes	<p>Leader of the Council & Portfolio Holder for Housing & Landlord Services</p> <p>Doug Stother, Tenancy Services Manager</p>	Open

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<p><u>Purchase of wood chipper and two vans</u> Procurement process for a wood chipper and two vans</p>		<p>Director for Housing and Communities</p>	<p>Not before 14th Jul 2023</p>	<p>Yes</p>	<p>Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader) Paul Evans, Interim Head of Neighbourhoods</p>	<p>Open</p>
<p><u>Contract Exemption - Procurement of Temporary Accommodation</u></p>		<p>Director for Corporate Services</p>	<p>Not before 14th Jul 2023</p>	<p>Yes</p>	<p>Portfolio Holder for Customers, Communities & Neighbourhoods Rachel Chubb, Strategic Lead for Housing Options and Homelessness</p>	<p>Open</p>

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<p><u>Award of Contract - Provision of Business Support Services in Melton</u></p> <p>To award a contract for the provision of business support services in Melton.</p>		<p>Director for Growth and Regeneration</p>	<p>Not before 14th Jul 2023</p>	<p>Yes</p>	<p>Portfolio Holder for Town Centre, Growth & Prosperity</p> <p>Maria Ramshaw, Economic Development Officer & Manufacturing Zone Project Manager</p>	<p>Open</p>
<p><u>Award of Contract for securing external expertise to support the delivery of a planning application for the levelling up fund</u></p>		<p>Chief Executive</p>	<p>Not before 14th Jul 2023</p>	<p>Yes</p>	<p>Portfolio Holder for Town Centre, Growth & Prosperity</p> <p>Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery</p>	<p>Part exempt 3</p>

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<u>Award of contract - Domestic and commercial heating servicing, maintenance and replacement</u>		Leader of the Council & Portfolio Holder for Housing & Landlord Services	Not before 14th Jul 2023	Yes	Leader of the Council & Portfolio Holder for Housing & Landlord Services Christopher Flannery, Housing Asset Manager	Open
<p>2023-10-17</p> <p><u>Fixed Term Income and Tenancy Sustainment Officer</u></p> <p>To appoint an additional Income and Tenancy Sustainment Officer for 1 year</p>		Assistant Director for Housing Management	Not before 14th Jul 2023	Yes	Leader of the Council & Portfolio Holder for Housing & Landlord Services Alison Bennett, Assistant Director for Housing Management	Open

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<p><u>Award of Contract - Procurement Delivery Services - Bassetlaw District Council</u></p> <p>To enter into a service level agreement to supply Procurement Services to Bassetlaw District Council</p>		Director for Corporate Services	19 Jul 2023	Yes	Portfolio Holder for Corporate Finance, Property & Resources David Scott, Assistant Director for Resources (Deputy s151 Officer)	Open
<p><u>Treasury Management and Actual Prudential Indicators 2022/23</u></p> <p>That the Treasury Management Annual Report for 2022/23 be approved and that the actual position on Prudential Indicators for 2022/23 be noted.</p>		Cabinet Council	19 Jul 2023 27 Jul 2023	No	Portfolio Holder for Corporate Finance, Property & Resources Portfolio Holder for Corporate Finance, Property & Resources David Scott, Assistant Director for Resources (Deputy s151 Officer)	Open

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<p><u>Intensive Housing Management Service Review (Gretton Court)</u></p> <p>To consider an Intensive Housing Management Service Review for approval</p>		Cabinet	19 Jul 2023	No	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Alison Bennett, Assistant Director for Housing Management</p>	Open
<p><u>Corporate Performance and Progress Report for Quarter 4, 2022/23</u></p> <p>To note the contents of the report and provide any observations or actions to the relevant Officers accordingly.</p>		Cabinet	19 Jul 2023	No	<p>Leader of the Council & Portfolio Holder for Housing & Landlord Services</p> <p>Martin Guest, Senior Corporate Policy Officer</p>	Open

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<p><u>Housing Revenue Account Revenue and Capital Budget 2022/23 Provisional Year End</u></p> <p>Notes the provisional year end position variations to the 2022/23 approved year end position and the resultant effect on the Council's balances and reserves for the Housing Revenue Account as set out in the papers for both revenue and capital.</p>		Cabinet	19 Jul 2023	No	<p>Portfolio Holder for Corporate Finance, Property & Resources, Leader of the Council & Portfolio Holder for Housing & Landlord Services</p> <p>David Scott, Assistant Director for Resources (Deputy s151 Officer)</p>	Open
<p><u>General Fund Revenue and Capital Budget 2022/23 Provisional Year End</u></p> <p>Notes the provisional year end position, variations to the 2022/23 approved budget and the resultant effect on the Council's balances and reserves for the General Fund and Special Expenses as set out in the appendices for both revenue and capital.</p>		Cabinet	19 Jul 2023	Yes	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>David Scott, Assistant Director for Resources (Deputy s151 Officer)</p>	Open

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<p><u>Discretionary Relief Policy</u></p> <p>To consider for approval a Discretionary Relief Policy</p>		<p>Cabinet</p>	<p>19 Jul 2023</p>	<p>Yes</p>	<p>Portfolio Holder for Corporate Finance, Property & Resources</p> <p>Nick Sach, Revenues and Benefits Manager</p>	<p>Open</p>
<p><u>Award of Contract for the Stockyard Operation</u></p>		<p>Director for Growth and Regeneration</p>	<p>27 Jul 2023</p>	<p>Yes</p>	<p>Portfolio Holder for Town Centre, Growth & Prosperity</p> <p>Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery</p>	<p>Open</p>

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>Award of Contract for the Construction of the Stockyard Development</u>		Director for Growth and Regeneration	27 Jul 2023	Yes	Portfolio Holder for Town Centre, Growth & Prosperity Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery	Open
<u>Approval of UKSPF Grants</u> Approval of grants in line with grants guidance note and UKSPF guidelines and criteria for the financial year 2023/24.		Director for Growth and Regeneration	27 Jul 2023	Yes	Portfolio Holder for Town Centre, Growth & Prosperity Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery	Open

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<u>Change of Establishment - Levelling up Project Manager for 2 year fixed term</u>		Director for Growth and Regeneration	27 Jul 2023	Yes	Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery	Open
<u>Service Level Agreement for grant funding to the Business Improvement District</u>		Director for Growth and Regeneration	Not before 2nd Aug 2023	Yes	Portfolio Holder for Town Centre, Growth & Prosperity Gordon Watts, Senior Projects Delivery Officer	Open
<u>Award of Contract to support the cost of living intervention</u>		Director for Growth and Regeneration	Not before 2nd Aug 2023	Yes	Portfolio Holder for Town Centre, Growth & Prosperity Gordon Watts, Senior Projects Delivery Officer	Open

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<u>Planning Enforcement Policy</u>		Cabinet	23 Aug 2023	No	Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader) Sarah Legge, Assistant Director for Planning	Open
<u>Intensive Housing Management Service Review</u>		Cabinet	23 Aug 2023	No	Leader of the Council & Portfolio Holder for Housing & Landlord Services Alison Bennett, Assistant Director for Housing Management	Open

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<u>Leicestershire Housing Protocols for Care Leavers and 16 & 17 year olds</u>		Cabinet	23 Aug 2023	No	Portfolio Holder for Customers, Communities & Neighbourhoods Aysha Rahman, Assistant Director, Customers and Communities	Open
<u>Local Authority Housing Fund</u>		Cabinet	23 Aug 2023	Yes	Leader of the Council & Portfolio Holder for Housing & Landlord Services Michelle Howard, Director for Housing and Communities (Deputy Chief Executive)	Open

<p align="center">Report Title and Expected Decision</p>	<p align="center">Background Papers</p>	<p align="center">Decision Maker</p>	<p align="center">Date of Decision</p>	<p align="center">Key Decision?</p>	<p align="center">Report Available/ Portfolio Holder/ Contact Officer</p>	<p align="center">Decision to be taken in public or private session?</p>
<p><u>Supporting delivery of the MMDR South</u></p> <p>To reaffirm the Council’s commitment to the existing agreement with Leicestershire County Council and commit to working with them in delivering the MMDR South.</p>		Cabinet	23 Aug 2023	Yes	<p>Portfolio Holder for Town Centre, Growth & Prosperity</p> <p>Sarah Legge, Assistant Director for Planning</p>	Open
<p><u>Licensing Enforcement Policy</u></p>		Cabinet	13 Sep 2023	No	<p>Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)</p> <p>Joanne Belcher, Senior Environmental Health Officer</p>	Open

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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>Annual Ombudsman Report</u>		Cabinet	13 Sep 2023	No	Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader) Alison McKane, Interim Assistant Director for Governance & Democracy	Open
<u>Quarter 1 Housing Revenue Account Revenue and Capital Budget Monitoring Report 2023/24</u>		Cabinet	13 Sep 2023	No	Leader of the Council & Portfolio Holder for Housing & Landlord Services Christopher Flannery, Housing Asset Manager	Open

Report Title and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
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<u>Quarter 1 General Fund Revenue and Capital Budget Monitoring Report 2023/24</u>		Cabinet	13 Sep 2023	No	Portfolio Holder for Corporate Finance, Property & Resources David Scott, Assistant Director for Resources (Deputy s151 Officer)	Open
<u>Annual Complaints Report - Local Government and Social Care Ombudsman Letter, Housing Ombudsman & Corporate Complaints 2022/23</u>		Cabinet	13 Sep 2023	No	Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader) Alison McKane, Interim Assistant Director for Governance & Democracy	Open

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<u>Report Title</u> and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
<u>Risk Management</u>		Cabinet	13 Sep 2023	No	Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader) David Scott, Assistant Director for Resources (Deputy s151 Officer)	Open
<u>Leisure Contract Update</u>		Cabinet	13 Sep 2023	No	Portfolio Holder for People and Communities (Deputy Leader) Aysha Rahman, Assistant Director, Customers and Communities	Open

<u>Report Title</u> and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
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<u>Quarter 1 Treasury Management Update</u>		Cabinet	13 Sep 2023	No	Portfolio Holder for Corporate Finance, Property & Resources David Scott, Assistant Director for Resources (Deputy s151 Officer)	Open
<u>UK Shared Prosperity Fund (UKSPF)</u>		Cabinet	13 Sep 2023	Yes	Portfolio Holder for Town Centre, Growth & Prosperity Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery	Open

<p align="center"><u>Report Title</u> and Expected Decision</p>	<p align="center">Background Papers</p>	<p align="center">Decision Maker</p>	<p align="center">Date of Decision</p>	<p align="center">Key Decision?</p>	<p align="center">Report Available/ Portfolio Holder/ Contact Officer</p>	<p align="center">Decision to be taken in public or private session?</p>
<p><u>Asset Development Plan (Corporate Assets)</u></p> <p>The report provides an update and requests that Cabinet provides a steer for the next steps of the plan.</p>		Cabinet	13 Sep 2023	Yes	<p>Portfolio Holder for Town Centre, Growth & Prosperity</p> <p>Pranali Parikh, Director for Growth and Regeneration</p>	Open
<p><u>Asset Development Programme Update</u></p> <p>An update on the proposals for Phoenix House.</p>		Cabinet	13 Sep 2023	Yes	<p>Portfolio Holder for Town Centre, Growth & Prosperity</p> <p>Pranali Parikh, Director for Growth and Regeneration</p>	Part exempt 3
<p><u>Feasibility Study into the Melton Mowbray Cemetery</u></p> <p>To consider the report from the CDS Group on the feasibility study into a proposed new cemetery for Melton Mowbray.</p>		Cabinet	13 Sep 2023	Yes	<p>Portfolio Holder for Governance, Environment & Regulatory Services (& Deputy Leader)</p> <p>Paul Evans, Interim Head of Neighbourhoods</p>	Part exempt 3, 4

<u>Report Title</u> and Expected Decision	Background Papers	Decision Maker	Date of Decision	Key Decision?	Report Available/ Portfolio Holder/ Contact Officer	Decision to be taken in public or private session?
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<u>Levelling Up Fund Update</u>		Cabinet	13 Sep 2023	Yes	Portfolio Holder for Town Centre, Growth & Prosperity Lee Byrne, Assistant Director – Regeneration and UKSPF Delivery	Open
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MELTON BOROUGH COUNCIL SCRUTINY WORK PROGRAMME 2023/24

SCRUTINY REVIEWS

These are dealt with through a combination of specific evidence gathering meetings that will be arranged as and when required and other activities, such as visits. There should only be a maximum of three reviews considered annually and review topics may be changed throughout the year as topical issues arise. Once considered, these issues will be subject to further development and scoping.

Should there not be sufficient capacity to cover items which are brought to the attention of Scrutiny they could instead be addressed through a “one-off” item at a scheduled meeting of the Committee.

Topics	Officer and Member Lead	Date	Notes	Requested by (Member)/ Date agreed for addition by Scrutiny Chairman	Portfolio Holder/Chief Officer consulted on date of report
Supporting an aging population	Director for Housing and Communities Scrutiny Lead: TBC	To be confirmed	Workshop session proposed.	Scrutiny Work Programme Workshop, 15 June 2023	N/A – There will be no final report but comments will be fed into existing plans and work streams.
Connected with our Rural Communities	Director for Housing and Communities Director for Growth and Regeneration Scrutiny Lead: TBC	w/c 4 September	Workshop session proposed. It is recommended that the Leicestershire and Rutland Association of Local Councils is invited.	Scrutiny Work Programme Workshop, 15 June 2023	N/A – There will be no final report but comments will be fed into existing plans and work streams.
Offer to Young People	Director for Housing and Communities Director for Growth and Regeneration Scrutiny Lead: TBC	w/c 11 September	Workshop session proposed. Workshop could be a prelude to a Youth Strategy.	Scrutiny Work Programme Workshop, 15 June 2023	N/A – There will be no final report but comments will be fed into existing plans and work streams.
Future Leisure Provision	Director for Growth and Regeneration Scrutiny Lead: TBC	30 August 2023	Workshop session proposed.	SLT suggested this should be a workshop instead of a Policy Development Group.	N/A – There will be no final report but comments will be fed into existing plans and work streams.

PLEASE NOTE

Due to the requirement that the above workshops would need to be completed by mid-September, in order that outcomes and feedback can be fed into the development of the Corporate Strategy, then the Committee would either have to:

- a) accept the timescales provided, or
- b) prioritise the workshops with a view that one or two might not take place.

POLICY DEVELOPMENT GROUPS

Policy Development Groups in three areas have been set up for Members to discuss and comment upon topics. The results of the discussions and comments will feed into the development of the new Corporate Plan.

Topics	Officer and Member Lead	Date	Notes	Requested by (Member)/ Date agreed for addition by Scrutiny Chairman	Portfolio Holder/Chief Officer consulted on date of report
Asset Development Programme	Director for Growth and Regeneration	Meeting 1 – 9 August 2023	This is an informal group set up by consensus. There will be 10 Members drawn from all 28 Members and will be politically balanced. It is anticipated there will be at least one Member of the Scrutiny Committee on the group who will be a conduit to Scrutiny. The findings and recommendations of the group will inform the development of the Council’s Corporate Strategy for 2024-2028.	N/A – The Chief Executive explained the proposal for Policy Development Groups at the Scrutiny Work Programme Workshop, 15 June 2023.	N/A
	Portfolio Holder for Corporate Finance, Property and Resources	Meeting 2 – 31 August 2023			
		Meeting 3 – 13 September 2023			
Town Centre vitality & regeneration	Director for Growth and Regeneration	Meeting 1 – 2 August 2023	This is an informal group set up by consensus. There will be 10 Members drawn from all 28 Members and will be politically balanced. It is anticipated there will be at least one Member of the Scrutiny Committee on the group who will be a conduit to Scrutiny. The findings and recommendations of the group will inform the development of the Council’s Corporate Strategy for 2024-2028.	N/A – The Chief Executive explained the proposal for Policy Development Groups at the Scrutiny Work Programme Workshop, 15 June 2023.	N/A
	Portfolio Holder for Town Centre, Growth and Prosperity	Meeting 2 – 22 August 2023			
		Meeting 3 – 12 September 2023			

ONE OFF ITEMS/FORWARD PLAN(PRE-DECISION)/ANNUAL ITEM

These are dealt with at scheduled meetings of the Committee. The following are suggestions for when particular items may be scheduled.

Suggested Topics	FORMAT	Portfolio Holder/Officer	Meeting Date	Notes	Requested by (Member)/ Date agreed for addition by Scrutiny Chairman	Portfolio Holder/Chief Officer consulted on date of report
(1) CCTV Post Implementation Review	One-off	Portfolio Holder for Customers, Communities and Neighbourhoods Director for Housing and Communities	25 July 2023	A post implementation review would enable the committee to seek assurance that implementation and operating arrangements are robust, effective and resilient. <i>It is recommended that Members provide key lines of enquiry in advance of the meeting.</i>	Scrutiny Workshop, 15 June 2023	Yes
(2) Community Health and Well-being Plan	One-off	Portfolio Holder for Customers, Communities and Neighbourhoods Director for Housing and Communities	25 July 2023	Scrutiny Committee review of the draft community health and wellbeing plan will add value and will enable feedback and / or recommendations to Cabinet for consideration. In this context, the Committee would also be well placed to fulfil a consultative function. The Committee has a specific remit regarding health related matters.	Scrutiny Workshop, 15 June 2023	Yes
(3) Preparedness for regulatory change in housing	One-off	Leader and Portfolio Holder for Housing and Landlord Services Director for Housing and Communities	21 September 2023	The Committee's role in this context could be to seek assurance of the Council's preparedness for regulatory change, and to comment on areas requiring further improvement. Feedback and / or recommendations to Cabinet would directly inform the next steps in the Council's housing improvement journey.	Scrutiny Workshop, 15 June 2023	Yes
(4) Cattle Market/Stockyard Leases	One-off	Portfolio Holder for Town Centre, Growth and Prosperity Director for Growth and Regeneration	21 September 2023	The Committee is to consider the current arrangements and whether these need to be reviewed or modified in advance of long-term contracts being agreed. Members will also ensure that income to the Council is maximised and best value for the Levelling Up Fund investment is realised.	Scrutiny Workshop, 15 June 2023, agreed by Chairman, 13 July 2023	Yes

Suggested Topics	FORMAT	Portfolio Holder/Officer	Meeting Date	Notes	Requested by (Member)/ Date agreed for addition by Scrutiny Chairman	Portfolio Holder/Chief Officer consulted on date of report
(5) Crime and Disorder	Annual	Portfolio Holder for Corporate Finance, Property and Resources Director for Housing and Communities	19 October 2023	<i>The Local Police Inspector is invited to this meeting.</i>	N/A as Statutory Function	Yes
(6) Homelessness Strategy	One-off	Portfolio Holder for Customers, Communities and Neighbourhoods Director for Housing and Committees	23 November 2023	Scrutiny Committee review of the draft homelessness strategy will add value and will enable feedback and / or recommendations to cabinet for consideration. In this context, the Committee would be well placed to fulfil a consultative function.	Scrutiny Workshop, 15 June 2023	Yes
(7) Climate Change Strategy	One-off	Portfolio Holder for Governance, Environment and Regulatory Services Director for Growth and Regeneration	23 November 2023	A Scrutiny Committee workshop was held in March 2023 to review the Council's work and the progress on the climate change strategy. Following the comments received, the draft strategy is being prepared. It is proposed for the Committee to review the draft Climate Change Strategy as part of the consultation process. The feedback and comments from the committee will inform the final strategy for consideration by the Cabinet and approval by the Council later this year.	Scrutiny Workshop, 15 June 2023	Yes
(8) Budget	Annual	Portfolio Holder for Corporate Finance, Property and Resources Director for Corporate Services	25 January 2024	One item only agenda Scrutiny of the Budget. <i>All Members are invited to participate.</i>	N/A	Yes
(9) Lightbulb – 5 Year Plan	One-off	Portfolio Holder for Customers, Communities and Neighbourhoods Director for Housing and Communities	21 March 2024 <i>Could be December or February</i>	Scrutiny committee involvement in the development of the five-year business plan will be advantageous for the whole partnership. It will also enable the committee to provide feedback to cabinet on the opportunities and constraints for Lightbulb as a service (eg: eligible spend guided by legislative framework and ringfence, leading to underspend). <i>This is a partnership piece of work.</i>	Scrutiny Workshop, 15 June 2023	Yes

Suggested Topics	FORMAT	Portfolio Holder/Officer	Meeting Date	Notes	Requested by (Member)/ Date agreed for addition by Scrutiny Chairman	Portfolio Holder/Chief Officer consulted on date of report
(10) Regulatory change in housing review	One-off	Leader and Portfolio Holder for Housing and Landlord Services Director for Housing and Communities	21 March 2024	This slot is on hold for a potential review on the effects of the regulatory change in housing upon Melton.	Scrutiny Workshop, 15 June 2023	Yes
(11) Annual Scrutiny Report	Annual Item	Scrutiny Officer Chairman of Scrutiny Committee	25 April 2024	Report detailing the work of the Scrutiny Committee over the previous 12 months.	N/A	Yes

PENDING ITEMS These items are awaiting further discussion or additional research before being added to the work programme

Topics (One-off or Review Item?)	Officer and Member Lead	Date	Notes	Requested by (Member)/ Date agreed for addition by Scrutiny Chairman
(1) Leader's Annual Presentation	Chief Executive Leader	TBC	-	Scrutiny Work Programme Workshop, 15 June 2023
(2) Portfolio Holder for Governance, Environment and Regulatory Services Annual Presentation	Monitoring Officer Portfolio Holder for Governance, Environment and Regulatory Services	TBC	-	Scrutiny Work Programme Workshop, 15 June 2023
(3) Portfolio Holder for Customers, Communities and Neighbourhoods Annual Presentation	Director for Housing and Communities Portfolio Holder for Customers, Communities and Neighbourhoods	TBC	-	Scrutiny Work Programme Workshop, 15 June 2023
(4) Portfolio Holder for Town Centre, Growth and Prosperity Annual Presentation	Director for Growth and Regeneration Portfolio Holder for Town Centre, Growth and Prosperity	TBC	-	Scrutiny Work Programme Workshop, 15 June 2023
(5) Portfolio Holder for Corporate Finance, Property and Resources Annual Presentation	Director for Corporate Services Portfolio Holder for Corporate Finance, Property and Resources	TBC	-	Scrutiny Work Programme Workshop, 15 June 2023

ADVICE ON WORK PROGRAMME

What is a Work Programme?

The Scrutiny Work Programme outlines the areas of work which are expected to be scrutinised over the coming months/year by or on behalf of the Council's Scrutiny Committee and any Working Groups convened for review work. Topics added to the work programme should have expected outcomes to add value to the services delivered by the Council and its partners and/or improve the quality of lives of Melton's residents. It is recognised that there is a need for flexibility in the work programme so as to allow relevant issues to be dealt with as and when they arise.

Sources of Work Programme Ideas

Numerous sources of information can help to inform topic selection, including:

- Concerns that have been raised by the public relating to Council delivered services
- Issues of community concern – not necessarily services delivered by the Council
- Issues that have been flagged up by reviews, audits or inspections (past and present).
- Issues relating to Councils outcomes, objectives and priorities
- Consultations and interviews
- Underperformance
- "Stakeholders" concerns – raised by the Council's partners or the users of services
- Partnership objectives
- Cabinet Members, Chief Executive or Directors presentations about the pertinent issues that are emerging and any opportunities or threats on the horizon
- Central government priority changes
- Improvement Plans
- Forward Plan
- Budgetary analysis.

Scrutiny is also encouraged to think about external Scrutiny and the monitoring of other public bodies, and how its activities will engage partner organisations, the media and the public.

Selecting a Work Programme Topic

The Scrutiny Committee should use effective processes to select topics that will contribute towards the best possible work programme for Scrutiny. This means looking at the sources of information that may help and using them to choose the right topics.

This involves:

- Drawing out and discussing what matters most to Councillors and to the community at large
- Finding out about any research that has been completed or that is planned
- Prioritising topics
- Considering what added value is expected as a result of Scrutiny involvement
- Considering whether the topic is already being reviewed elsewhere

It is also important to note that Scrutiny has limited time and resources and therefore workplans need to be manageable. It is not possible to include every topic suggested by Members, Directors or the Public in the work programme. In addition, Officer capacity may be diverted from projects if a review is added to the workplan without considering the impact on Officer resource and this should be a consideration in adding to work programme. Successful Scrutiny is about looking at the right topic in the right way and Members will need to be selective whilst also being able to demonstrate clear arguments in favour of including or excluding topics.

Risks

A common pitfall for Scrutiny can be the inclusion of topics on the work programme that are unmanageable, of limited interest to the community, purely for informational purposes, have few outcomes and fail to 'add value' to the work of the Council or the wellbeing of the community. As such the selection and prioritisation of topics is critical to the effectiveness of Scrutiny as such processes can ensure clearer focus, particularly in poor or weak areas of performance or major issues of concern to the wider community.

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Scrutiny Committee

25 July 2023

CCTV Post Implementation Review

Report Author:	Aysha Rahman , Assistant Director, Customer and Communities Michelle Howard , Director for Housing and Communities (Deputy Chief Executive)
Chief Officer Responsible:	Michelle Howard , Director for Housing and Communities (Deputy Chief Executive) 01664 504322 mhoward@melton.gov.uk
Lead Member/Relevant Portfolio Holder	Councillor Pat Cumbers , Portfolio Holder for Customers, Communities and Neighbourhoods
Corporate Priority:	Excellent services positively impacting on our communities
Relevant Ward Member(s):	All
Date of consultation with Ward Member(s):	Not applicable
Exempt Information:	No

1 Summary

- 1.1 Further to approval in 2022, a project to modernise and improve the Council's CCTV system and operating arrangements (equipment, maintenance, and monitoring) has been completed and the new service is now operational.
- 1.2 An opportunity for post implementation review has been requested by the Scrutiny Committee. This report provides information about the CCTV project, project implementation and current operating arrangements to support committee members with this review. Officers will be in attendance at the meeting of the Scrutiny Committee to answer questions about the CCTV project. Feedback from Leicestershire Police as a key stakeholder can be found at Appendix A of this report.

2 Recommendation(s)

That Scrutiny Committee:

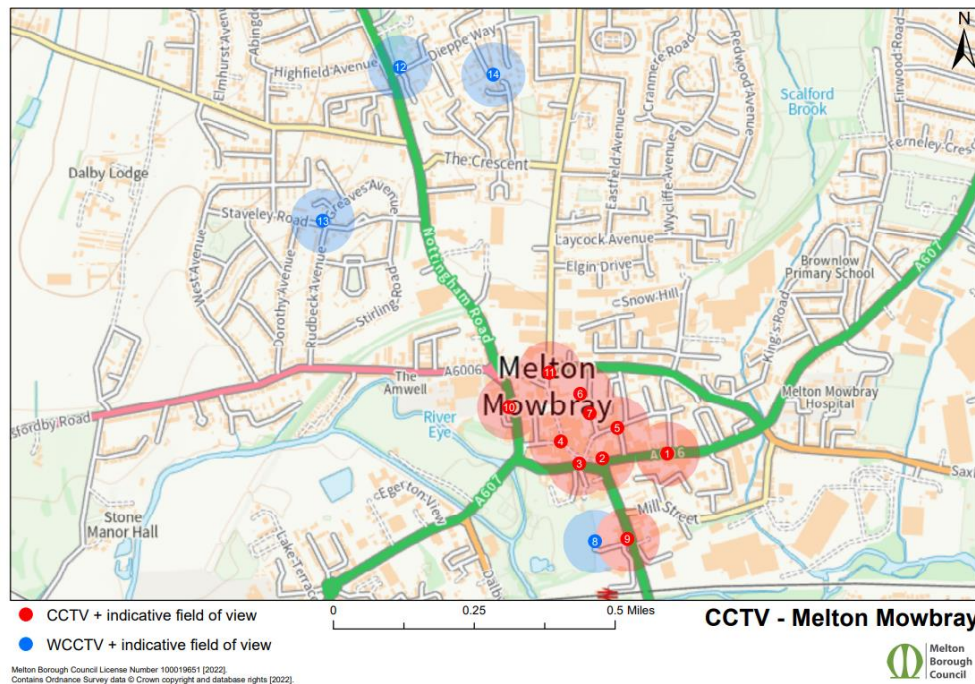
- 2.1 **Consider the report and provide comments for consideration by Cabinet on the CCTV project.**

3 Reason for Recommendations

- 3.1 As part of its remit, the scrutiny committee is the Council's designated Crime and Disorder Committee under the Police and Justice Act 2006. This review will support the Scrutiny Committee to fulfil its responsibilities in relation to scrutinising matters relating to crime and disorder, on behalf of the Council.
- 3.2 CCTV is not a statutory function however community safety is a statutory function as prescribed within the Crime and Disorder Act 1998. Providing a CCTV service assists in satisfying the requirement of tackling crime and disorder.
- 3.3 Comments to Cabinet from the Scrutiny Committee in relation to the way in which the council has implemented the project and is managing this service area will support continuous service improvement.

4 Main Considerations

- 4.1 Due to its age and operating arrangements, the Council's previous CCTV system no longer offered an effective or value for money solution. A business case was developed to modernise and improve the CCTV system and associated operating arrangements including:
 - The purchase and installation of 10 new CCTV cameras.
 - A partnership with Harborough District Council to enable maintenance of the cameras.
 - A partnership with Harborough District Council to enable effective CCTV monitoring.
- 4.2 Further to approval at Council in December 2022, procurement and implementation commenced in early 2023.
- 4.3 Installation of 10 high quality cameras took place over a two-week planned transition period between 31/1/23 and 10/2/23.
- 4.4 System coverage was temporarily impacted during this planned transition period.
- 4.5 However, it should be noted that the CCTV replacement project was as a direct result of poor coverage, poor quality and ineffective equipment and monitoring arrangements and at the point of the transition period commencing, only 4 cameras had been operational.
- 4.6 A map of system coverage can be found here: [mgConvert2PDF.aspx \(melton.gov.uk\)](mgConvert2PDF.aspx (melton.gov.uk))



- 4.7 Monitoring arrangements are in place and are available 24/7, 365 days of the year. Previously, monitoring arrangements had not been robust, resilient or effective. The CCTV project addressed these risks. Monitoring of four of the Safer Streets funded cameras has also been included as part of the new arrangements.
- 4.8 Partnership working has been effective. Officers have received a number of compliments from police colleagues at various levels on the project, new system and collaboration. Feedback from Leicestershire Police as a key stakeholder can be found at Appendix A of this report.
- 4.9 A joint visit to the CCTV control room has taken place and the project has enabled improved access to data and information for police colleagues. At this visit, police colleagues set all the cameras to their preferred viewing tours and are actively putting requests through to the control room to assist with their work.
- 4.10 Future service development opportunities have been enhanced by this investment in CCTV and the revised arrangements are starting to improve our ability and confidence to seek additional funding to further enhance technology to support the safety of our communities.
- 4.11 One example is a 'help point' device to work in conjunction with our Safer Streets funded cameras. This is designed to help people whilst out in our town centre who may feel at risk of attack, criminality or just feel unsafe. The person can press the button on the device and speak directly to the CCTV control room. The operator will then be able to see their location and identify any potential perpetrators, they can also call 999 on behalf of the device user if necessary. It is hoped this device will help to build confidence within our town centre and show our residents that we are committed to making the borough a safer place for all. Furthermore, it supports our commitments as a Serious Violence duty holder and related types such as Violence Against Women and Girls. A successful bid has been made to the Office of the Police and Crime Commissioner to fund this enhancement, which would not have been possible without the new monitoring arrangements in place.
- 4.12 A successful bid was also made for an additional fixed CCTV camera.

- 4.13 This camera will replace the existing deployable WCCTV camera located at Play Close where a number of incidents have previously occurred. Deployable CCTV cameras are not designed for full time permanent use and therefore replacing this with a fixed camera will provide better quality imagery and assurance to Park users. This will then allow us to relocate the current re-deployable WCCTV camera, giving us additional coverage and the flexibility to re-deploy in our hotspots for ASB, environmental crime and other areas of concern.
- 4.14 A comparison of the current system with the previous arrangements has been provided below.

Previously	Now
26-year-old CCTV system.	Modern, digital system.
Lacking quality and resilience, obsolete equipment.	High quality, resilient and current technology.
16 analogue cameras, of which 4 not operational and 12 poor quality and inconsistent coverage.	10 digital cameras – all operational. Successful bid for additional camera.
Regular faults and breakdowns, difficult to maintain.	Improved maintenance arrangements and capability.
Poor coverage, poor quality imaging.	High quality imaging, evidence-based coverage and scope to increase coverage through additional external funding.
Monitoring arrangement not effective (volunteer led model not resilient).	Resilient, contract-based monitoring arrangement via existing and well established CCTV control room
Not a statutory function.	Not a statutory function.
Poor signage and aesthetics of CCTV columns	Improved signage and GDPR compliance, faded paintwork addressed, survey of every CCTV column carried out

- 4.15 Officers will be in attendance at the Committee meeting to answer questions on any aspect of the project, implementation, service offer or partnership arrangements.

5 Options Considered

- 5.1 The Scrutiny Committee have expressed a wish to carry out a post implementation review of the CCTV system. This report supports that review.
- 5.2 The following options were considered prior to approval of the CCTV project in 2022.
- a) CCTV is not a statutory function however community safety is a statutory function as prescribed within the Crime and Disorder Act 1998. Providing a CCTV service assists in satisfying the requirement of tackling crime and disorder. The Council could have chosen not to invest in a new CCTV system. This was not recommended as although it is not a statutory requirement, CCTV is a key community safety tool. Not having an

effective CCTV monitoring system will impact the ability of the Council and Police to tackle detect and prevent crime and anti-social behaviour, take enforcement action and would impact on commitments made to positively impact communities.

- b) The Council could have chosen not to partner with Harborough District Council for maintenance and monitoring arrangements. This was not recommended as a partnership with Harborough District Council was identified as the most effective, cost effective and resilient solution further to a review of options for future operating models. The Council would incur significant additional cost if it were to resource the staffing of a control room and enter into a separate contract for maintenance of the cameras.
- c) The Council could have chosen to replace the previous CCTV system with a different number of cameras. This was not recommended as the option proposed through the business case provided an evidence led approach and took account of the coverage that could be achieved through the new cameras (x10) in addition to those funded through the safer streets fund (x4). This represented a much more effective and resilient solution than the one previously in place.

6 Consultation

- 6.1 Scrutiny committee members were updated on the progress of the CCTV business case and rationale for replacement as part of the committee's Crime and Disorder annual update in September 2022.
- 6.2 Informal consultation with Melton BID representatives and Leicestershire Police was undertaken during October 2022. The proposal was well received, and stakeholders confirmed they were supportive of plans to implement 10 new cameras. Further updates were provided to BID representatives further to installation of the cameras. Melton BID representatives also attend the Safer Melton Partnership, where updates are regularly provided.
- 6.3 Stakeholders were also briefed on proposed monitoring arrangements, including key benefits of having a fully manned system with 24hr accessibility. Partnership working has been effective and officers have received a number of compliments from police colleagues at various levels on the project, new system and collaboration. The project has enabled improved access to data and information for police colleagues.
- 6.4 A joint visit to the CCTV control room for Council and Police colleagues took place on 24/04/23, during which police colleagues set the cameras to their preferred viewing tours, and we are aware that police colleagues are actively putting requests through to the control room to assist with their work.

7 Next Steps

- 7.1 The CCTV system is now operational and working as intended. The project has concluded satisfactorily, and a closure report has been prepared for the next meeting of the Helping People Board (internal project management meeting), scheduled for 26th July 2023.
- 7.2 The Council has recently secured additional external funding and will use this to purchase and install an additional camera and to pilot a Help Point. The locations of these additional capabilities will be agreed in advance with Police colleagues.

8 Financial Implications

- 8.1 There are no financial implications arising directly from this post implementation review report.
- 8.2 Financial implications were detailed within the cabinet and council reports [see paras 9.4.2 and 9.4.3].
- 8.3 In December 2022, Council approved capital investment to modernise the CCTV system, with the capital programme updated accordingly with £41,670 being allocated from the General Fund capital receipts and £17,770 being allocated from the HRA Regeneration and Development Reserve.
- 8.4 The council subsequently secured a £15,000 contribution from the Office of the Police and Crime Commissioner (OPCC), reducing the allocation from General Fund Capital Receipts.
- 8.5 The project has been delivered within the budget available and ongoing maintenance and monitoring arrangements represent value for money. Officer time is also being utilised more effectively, with significantly reduced staff time being spent on administrative tasks associated with CCTV.
- 8.6 Since implementation of the CCTV project, the Council has successfully applied for additional funding from the OPCC to fund an additional fixed camera and to pilot an innovative 'help point' solution to support community safety. This would not have been possible without the council's prior investment in CCTV. The value of these bids are £4,843.00 + Vat (Additional camera) and £4,850 + Vat (Help point).
- 8.7 The plan to avoid significant future replacement costs is to replace a small number of cameras each year after approximately 5 years. This will keep the costs low and negate the need for a whole new system upgrade. The Council will also look to utilising opportunities through future funding bids as recently demonstrated with the additional fixed camera.

Financial Implications reviewed by: **Assistant Director, Resources (Deputy s151 Officer)**

9 Legal and Governance Implications

- 9.1 As part of its remit, the scrutiny committee is the Council's designated Crime and Disorder Committee under the Police and Justice Act 2006. This review will support the Scrutiny Committee to fulfil its responsibilities in relation to scrutinising matters relating to crime and disorder, on behalf of the Council.
- 9.2 CCTV is not a statutory function however community safety is a statutory function as prescribed within the Crime and Disorder Act 1998. Providing a CCTV service assists in satisfying the requirement of tackling crime and disorder.
- 9.3 The operation of CCTV is governed by various pieces of legislation including (but not limited to) General Data Protection Regulation (GDPR), Human Rights Act 1998, Regulation of Investigatory Powers Act 2000, Equality Act 2010, Protection of Freedoms Act 2012, ICO Guidance: CCTV Code of Practice, Surveillance Camera Code of Practice, 12 Guiding Principles)
- 9.4 The Council has the power to enter into contracts in order discharge its functions (Local Government Act 1972, s111 and the Local Government (contract) Act 1997, s1). In addition to complying with all relevant UK and EU legislation every contract entered into

on behalf of the Council must also comply with the Council's Contract Procedure Rules and the Council's Financial Regulations.

9.5 The following public documents are directly relevant to governance in relation to this project:

- a) [Crime and Disorder Annual Update to Scrutiny Committee, September 2022](#)
- b) [Cabinet Report 16th November 2022](#)
- c) [Council Report 20th December 2022](#) (budget approval)
- d) [Contract Exemption and Award, December 2022](#)

9.6 The Council has also utilised its internal project governance arrangements to oversee and monitor project management for this project. The project has concluded satisfactorily, and a closure report has been prepared for the next meeting of the Helping People Board, scheduled for 26th July 2023.

Legal Implications reviewed by: Interim Assistant Director for Governance and Democracy (Monitoring Officer)

10 Equality and Safeguarding Implications

10.1 In delivering a CCTV system, the Council must comply with the public sector equality duty as set out in S149 of the Equality Act. There are no adverse impacts on protected groups through the use of CCTV. Evidence from a high-quality CCTV system can protect residents and especially those with protected characteristics from wrongful conviction, enable residents to feel safer in their local community and provides greater transparency for Local Authorities and the police when dealing with Anti-Social Behaviour, hate or criminal incidents.

11 Data Protection Implications (Mandatory)

- 11.1 The operation of CCTV is governed by various pieces of legislation including (but not limited to) General Data Protection Regulation (GDPR), Human Rights Act 1998, Regulation of Investigatory Powers Act 2000, Equality Act 2010, Protection of Freedoms Act 2012, ICO Guidance: CCTV Code of Practice, Surveillance Camera Code of Practice, 12 Guiding Principles)
- 11.2 A Data Protection Impact Assessment has been completed to ensure compliance with Data Protection legislation.
- 11.3 Local authorities by virtue of Section 33 are 'Responsible Authorities' for the purposes of the Protection of Freedoms Act 2012. The Council is obliged to have regard to the provisions of the Code and to ensure that citizens' freedoms are protected.
- 11.4 The Information Commissioner's Office has separately published on its website a checklist of considerations regarding data security which assists in ensuring compliance with the Code.

12 Community Safety Implications

- 12.1 Having a more effective and resilient CCTV system contributes to community safety in Melton. It better enables the Council and key partners to detect and prevent crime and anti-social behaviour and to take enforcement action.
- 12.2 Having the system in place has already enabled access to further external funding to further enhance system coverage and capability.

13 Environmental and Climate Change Implications

- 13.1 Improving the CCTV system supports the Council to achieve its commitment to protect our climate and enhance our rural, natural environment by being better able to tackle environmental and place-based issues that matter to our communities such as litter, blight and inappropriate behaviour.

14 Risk & Mitigation

- 14.1 The following risks were detailed within the Cabinet report.

Risk No	Risk Description	Likelihood	Impact	Risk
1	Digital Connectivity does not perform as required	Low	Critical	
2	Disruptive power supply in camera locations	Low	Critical	
3	Delays to approval and purchases increases cost of equipment	Significant	Critical	

- 14.2 Planned mitigation for these risks was effective and the operational CCTV service is considered low to medium risk. There is a current risk in terms of strength and quality of the broadband not being sufficient for the number of new upgraded cameras and with the additional cameras coming on board. This is being managed as an operational matter and within existing budgets. Resolution requires a collaboration between BT and the Council's CCTV provider, which is currently underway.

15 Appendices

- 15.1 [Appendix A](#) Letter from Inspector Madeley-Harland, Melton and Rutland NPA Commander on behalf of Leicestershire Police

16 Background Papers

- 16.1 [GIS Map to show CCTV coverage](#)
- 16.2 Project documentation (internal)
- 16.3 [Crime and Disorder Annual Update to Scrutiny Committee, September 2022](#)
- 16.4 [Cabinet Report 16th November 2022](#)
- 16.5 [Council Report 20th December 2022](#) (budget approval)
- 16.6 [Contract Exemption and Award, December 2022](#)



Melton Police Station

King Street

Melton Mowbray

LEICS

LE131EE

17th July 20223

Dear Melton Borough Council,

I wanted to write to you to let you know that since the modernisation of the Melton Town CCTV it has greatly assisted the Police.

So far, we have been able to tackle Anti-Social behaviour, take enforcement action, deter, and detect crime. We have also been able to work on Police and Safer Melton Partnership priorities.

As you are aware the old system was over 26 years old and the technology was obsolete, and prone to breaking down. Although based at the station Officers were unable to access to recover evidence in a timely fashion and the quality was often poor and not satisfactory for an investigation let alone a prosecution.

Since the pandemic volunteers who had staffed the CCTV for our busy time periods and night time economy had ceased to come in for their own safety. This meant there was nobody monitoring and therefore any chance of pro-active policing supported by the CCTV was non-existent.

With the introduction of the new CCTV officers have access to the CCTV and control 24/7 and 365 days a year. This does not only assist day to day policing, but also with access for our investigation teams who may need to recover vital evidence out of core hours.

The CCTV system has already seen success around locating a vulnerable male who had been reported as missing and safeguarding was put in place quickly, identification of youths causing Anti-Social Behaviour around the town enabling us to use the evidence to support the incremental approach.

We have been able to use the system to introduce hotspot policing linked to the Night time economy and collate information and intelligence around those that cause the borough the most harm.

As an active part of Melton BID I know the system has increased confidence around the town and is working well to support the SMART scheme and Pub watch.





On a personal level and as a member of the community I also feel safer knowing the CCTV is up to date and monitored by the control room.

I know the new system has gone a long way towards increasing public confidence and we are looking forward to using the system to its maximum capabilities over the future months.

Kind Regards,

Signature Redacted

Insp 4300 Madeley-Harland

Melton and Rutland NPA Commander

Lindsey.madeley-harland@leics.police.uk

