



TO COUNCILLOR:

N Alam
L A Bentley
G A Boulter
J W Boyce
Mrs L M Broadley

F S Broadley
R F Eaton
D A Gamble (Chair)
Mrs S Z Haq
Miss P V Joshi

J Kaufman
Mrs L Kaufman
K J Loydall
D W Loydall
Dr I K Ridley (Vice-Chair)

Dear Sir or Madam

I hereby **SUMMON** you to attend a meeting of the **POLICY, FINANCE AND DEVELOPMENT COMMITTEE** to be held at the **COUNCIL OFFICES, STATION ROAD, WIGSTON** on **TUESDAY, 7 DECEMBER 2021** at **7.00 PM** for the transaction of the business set out in the Agenda below.

Yours faithfully

Council Offices
Wigston
29 November 2021

Mrs Anne E Court
Chief Executive



IMPORTANT COVID-19 NOTICE

In-person Council and Committee meetings which are open to the press and public to observe have resumed from 7 May 2021 following the expiry of [the Regulations](#) that allowed local authorities to hold remote meetings.

Whilst most of these meetings will take place in the Council Chamber at the [Council Offices in Wigston](#), it may be necessary to host a meeting at an alternative venue and/or at short notice. This will allow all attendees to maintain social distancing and follow the latest [COVID-secure guidelines](#).

If attending an in-person meeting, all attendees must wear a face covering (unless exempt or when seated) and must sanitise their hands on entry and exit to/from the meeting venue. Meeting venue capacity will be severely restricted due to COVID-19 regulations, however there will still be opportunities for public participation in accordance with the [Council's Constitution](#).

Where the necessary technology is available and working, the press and public may still be able to watch the [live streams](#) of meetings without having to attend in-person. Instructions on how to access live streams can be found below where applicable. At a minimum, [audio recordings](#) of meetings will be made available on the Council's website shortly after any given meeting.

ITEM NO.

AGENDA

PAGE NO'S

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Press & Public Access:

YouTube Live Stream

A direct link to the live stream of the meeting's proceedings on the Council's YouTube Channel is below.

<https://youtu.be/6z2NCi0BW7w>

1. Apologies for Absence

To receive apologies for absence from Members to determine the quorum of the meeting in accordance with Rule 7 of Part 4 of the Constitution.

2. Appointment of Substitutes

To appoint substitute Members in accordance with Rule 26 of Part 4 of the Constitution and the Substitution Procedure Rules.

3. Declarations of Interest

Members are reminded that any declaration of interest should be made having regard to the Members' Code of Conduct. In particular, Members must make clear the nature of the interest and whether it is 'pecuniary' or 'non-pecuniary'.

4. Minutes of the Previous Meeting

5 - 7

To read, confirm and sign the minutes of the previous meeting in accordance with Rule 19 of Part 4 of the Constitution.

5. Action List Arising from the Previous Meeting

There was no Action List arising from the previous meeting.

6. Petitions and Deputations

To receive any Petitions and, or, Deputations in accordance with Rule(s) 11 and 12 of Part 4 of the Constitution and the Petitions Procedure Rules respectively.

7. Leicestershire Municipal Waste Management Strategy

8 - 17

Report of the Strategic Manager - Environmental Health

8. Procurement of Housing Repairs, Maintenance and Void Property Programme Contract

18 - 19

Report of the Housing Manager

9. Standards & Ethical Indicators (Q2 2021/22)

20 - 29

Report of the Head of Law & Democracy / Monitoring Officer

10. Exclusion of the Press and Public

The press and public are likely to be excluded from the remainder of the meeting in accordance with Section 100(A)(4) of the Local Government Act 1972 (Exempt Information) during consideration of the item(s) below on the grounds that it involves the likely disclosure of exempt information, as defined in the respective paragraphs 1 and 3 of Part 1 of Schedule 12A of the Act and, in all the circumstances, the public interest in maintaining the exempt item(s)

outweighs the public interest in disclosing the information.

11. Proposed Disposal of Council-Owned Land in Oadby (Exempt Report)

30 - 70

Exempt Report of the Assistant Solicitor

For more information, please contact:

Democratic Services

Oadby and Wigston Borough Council
Council Offices
Station Road, Wigston
Leicestershire
LE18 2DR

t: (0116) 257 2775

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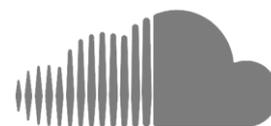
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Agenda Item 4

**MINUTES OF THE MEETING OF THE POLICY, FINANCE AND DEVELOPMENT COMMITTEE
HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 16
NOVEMBER 2021 COMMENCING AT 7.00 PM**

PRESENT

D A Gamble Chair
Dr I K Ridley Vice-Chair



COUNCILLORS

N Alam
L A Bentley
G A Boulter
J W Boyce
Mrs S Z Haq
Miss P V Joshi
J Kaufman
Mrs L Kaufman
K J Loydall
D W Loydall

OFFICERS IN ATTENDANCE

C Campbell	Head of Finance / Deputy Section 151 Officer
Mrs A E Court	Chief Executive / Head of Paid Service
Mrs P Fisher	Head of Customer Service & Transformation
D M Gill	Head of Law & Democracy / Monitoring Officer
J Nacey	Interim Senior Finance Strategy Manager
A Thorpe	Head of Built Environment
S Tucker	Democratic & Electoral Services Manager / Deputy Monitoring Officer
J Wells	Strategic Manager - Environmental Health

REMOTE ATTENDANCE

Mrs L M Broadley
F S Broadley

57. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillors Mrs R H Adams, D M Carter, R F Eaton, Mrs L Eaton JP, F S Ghattoraya, Miss A Kaur, Ms C D Kozlowski, R E R Morris and Mrs S B Morris.

Councillors F S Broadley and Mrs L M Broadley attended the meeting remotely.

58. APPOINTMENT OF SUBSTITUTES

None.

59. DECLARATIONS OF INTEREST

None.

60. MINUTES OF THE PREVIOUS MEETING

By affirmation of the meeting, it was

RESOLVED THAT:

The minutes of the previous meeting held on 14 September 2021 be taken as read, confirmed and signed.

Votes For: 11
Votes Against: 0
Abstentions: 1

61. ACTION LIST ARISING FROM THE PREVIOUS MEETING

There was no action list arising from the previous meeting held on 14 September 2021.

62. PETITIONS AND DEPUTATIONS

None.

63. FINANCIAL OUTTURN REPORT (Q2 2021/22)

The Committee gave consideration to the report as set out on pages 7 – 20 of the agenda, which asked it to note the overall Council position for the financial year 2021/22, as at the end of the second quarter for both Revenue and Capital Expenditure, and to authorise the Senior Leadership team to look at identifying ways of reducing the current overspend.

It was confirmed that there would not be a further budget monitoring report presented to the December meeting of the Committee in order to focus attention on other priorities, but that Members could contact the Interim Head of Finance with any related questions in the meantime.

It was moved by Councillor L A Bentley, seconded by Councillor J W Boyce and

UNANIMOUSLY RESOLVED THAT:

(i) The content of the report and appendices be noted; and
(ii) The Senior Leadership team be instructed to look at ways to reduce the amount of overspend.

64. EXCLUSION OF THE PRESS AND PUBLIC

By affirmation of the meeting it was

UNANIMOUSLY RESOLVED THAT:

The press and public be excluded from the remainder of the meeting in accordance with Section 100(A)(4) of the Local Government Act 1972 (Exempt Information) during consideration of the item(s) below on the grounds that it involves the likely disclosure of exempt information, as defined in the respective paragraph 3 of Part 1 of Schedule 12A of the Act and, in all the circumstances, the public interest in maintaining the exempt item(s) outweighed the public interest in disclosing the information.

65. DRAFT BUDGET INITIATIVES 2022/23 (EXEMPT)

The Committee gave consideration to the exempt report as set out on pages 21 - 66 of the private agenda reports pack.

It was moved by the Chair, seconded by the Vice-Chair and

UNANIMOUSLY RESOLVED THAT:

Recommendations A, B and C be approved.

66. REFUSE AND RECYCLING REVIEW (NOVEMBER 2021) (EXEMPT)

The Committee gave consideration to the exempt report, as set out on pages 67 - 82 of the private agenda reports pack.

It was moved by Councillor J W Boyce, seconded by the Vice-Chair and

RESOLVED THAT:

Recommendations A, B, C and D be approved.

Votes For: 10
Votes Against: 0
Abstentions: 2

THE MEETING CLOSED AT 10.00 PM



Chair

Tuesday, 7 December 2021

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Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR*

Agenda Item 7



Policy, Finance and Development Committee	Tuesday, 07 December 2021	Matter for Information and Decision
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Report Title: **Leicestershire Municipal Waste Management Strategy**

Report Author(s): **Jon Wells (Strategic Manager)**

Purpose of Report:	The Leicestershire Municipal Waste Management Strategy (LMWMS) is due for review. As part of the review there is a requirement to consult with the public and this report seeks approval and support for this to take place.
Report Summary:	The key focus of the LMWMS is to achieve net zero carbon by 2050 in Leicestershire by embracing waste prevention and increasing recycling and reuse. The report provides background to the review process, the proposed engagement approach, strategy headline and options appraisal.
Recommendation(s):	<p>A. To approve and support the public consultation approach and process described in section 7; and</p> <p>B. That delegation be given to the Head of Customer Services and Transformation in consultation with Councillors J W Boyce and G A Boulter to agree the final content of the documents (Headline Strategy, Options Appraisal report and Environment Report) to accompany the public consultation process as they are currently in draft format.</p>
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	<p>Philippa Fisher (Head of Customer Services and Transformation) (0116) 257 2677 philippa.fisher@oadby-wigston.gov.uk</p> <p>Jon Wells (Strategic Manager) (0116) 257 2692 jon.wells@oadby-wigston.gov.uk</p>
Corporate Objectives:	<p>Providing Excellent Services (CO3)</p> <p>Building, Protecting and Empowering Communities (CO1)</p> <p>Growing the Borough Economically (CO2)</p>
Vision and Values:	<p>"A Stronger Borough Together" (Vision)</p> <p>Accountability (V1)</p> <p>Respect (V2)</p> <p>Teamwork (V3)</p> <p>Customer Focus (V5)</p> <p>Customer Focus (V5)</p>
Report Implications:-	
Legal:	There are no implications directly arising from this report.
Financial:	There are no implications arising from this report.

Corporate Risk Management:	Political Dynamics (CR3) Reputation Damage (CR4) Decreasing Financial Resources / Increasing Financial Pressures (CR1) Organisational / Transformational Change (CR8) Regulatory Governance (CR6)
Equalities and Equalities Assessment (EA):	The implications are as set out at section 11 of this report.
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
Statutory Officers' Comments:-	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
Consultees:	Leicestershire County Council and all Local Authorities in Leicestershire
Background Papers:	Draft LMWMS Draft Environment Report Draft Options Appraisal
Appendices:	1. Evaluation Matrix

1. Introduction

- 1.1 To support the process of a full review of the LMWMS, a public consultation should be undertaken for a period of 12 weeks.
- 1.2 Leicestershire Waste Partnership (LWP) consists of the Leicestershire County Council and all District and Borough Councils within the County. Each authority within the LWP is in the process of seeking approval to the approach for the public consultation which forms part of the process of a review of a Joint Municipal Waste Management Strategy as per Government guidelines.
- 1.3 The documents outlined (Headline Strategy, Options Appraisal and Environment Report) are currently being finalised and subject to further review. Due to timings, the supporting documentation sign off will need to be approved and finalised after this meeting.

2. Timetable for Decisions

- 2.1 All partner authorities will consider the approach to the public consultation in December 2021 and January 2022 before the public consultation is launched.
- 2.2 It is anticipated that the public consultation process will be launched during January 2022.

- 2.3 A final report on the results of the consultation process will be presented to the PFD Committee along with a request for adoption of the strategy in summer 2022.

3. Policy Framework and Previous Decisions

- 3.1 The LMWMS sets out how the LWP intends to manage municipal waste. The strategy was last updated in 2011. The 2011 LMWMS covered the period up to 2020. Government guidance suggests that municipal waste management strategies should be completely reviewed every five years to ensure it remains current.
- 3.2 Under the Waste and Emissions Trading (WET) Act 2003 all two tier authorities are required to have in place a Joint Municipal Waste Management Strategy for the management of their municipal waste.

4. Resource Implications

- 4.1 The public consultation exercise is being funded from a pre-existing Leicestershire Waste Partnership budget.

5. Background

- 5.1 The Leicestershire Waste Partnership have commissioned Frith Resource Management (FRM) to undertake a full review of the Leicestershire Municipal Waste Management Strategy.
- 5.2 The national Resources and Waste Strategy (RWS) was released in 2018. The RWS focuses on known problems with effective solutions that will reduce reliance on single use plastics, cut confusion over household recycling, tackle the problems of packaging and end food waste.
- 5.3 The RWS outlines how the Government aims to make the UK more resource efficient and to move towards a circular economy which keeps resources in use for longer. The RWS covers the period until 2050 and includes the Circular Economy Package (CEP) target of 65% recycling rate of municipal solid waste by 2035.
- 5.4 Following on from the publication of the national RWS two rounds of consultations were released. These include the proposals that are anticipated to impact on local waste services including mandatory weekly food waste collections, free garden waste collections, the introduction of a deposit return scheme for single use drinks containers, extended producer responsibility for packaging (this is in essence where the full cost of collection, recycling and disposing of packaging is met by the producers of the packaging) and a move towards consistent collections for all local authorities. The results of the second round of consultations have not yet been published.
- 5.5 Legislation to enable the policy changes within the RWS are contained within the Environment Act which received Royal Assent on 9 November 2021.
- 5.6 The review of the LMWMS has considered the potential forthcoming legislative changes and these are reflected accordingly.

6. Joint Municipal Waste Management Strategy Review Process

- 6.1 The purpose of a joint municipal waste management strategy is to;
- a. Identify the baseline position
 - b. Outline where we want to be and when by

c. Articulate how this will be achieved

6.2 To achieve the above the following steps are being undertaken;

Strategy Review Steps	Outputs
Production of a detailed project plan	Project Plan
Project planning, gap analysis, data analysis	Baseline Report
Undertake full Equalities and Human Rights Impact Assessment	Equalities and Human Rights Impact Assessment
Agree objectives and options and options assessment criteria	Draft Options Appraisal Report and Draft Headline Strategy
Strategic Environmental Assessment (SEA)	Scoping Report and 5-week statutory consultation; Draft Environmental Report
Public Consultation	Public Consultation Report
Finalisation of Strategy	Final Headline Strategy
Action Plan	Final Action Plan

7. Proposed Public Consultation and Engagement Approach

7.1 It is proposed that a 12 week public consultation will be launched in January 2022. The planned approach to the consultation is outlined below;

- a. Online questionnaire will be available through all LWP websites
- b. The consultation will be promoted by all authorities in the LWP.
- c. Targeted engagement with stakeholders via events whenever possible by County
- d. Will consider value of focus groups for more in-depth discussions.
- e. Will seek views on the vision, objectives and pledges contained within the headline strategy.
- f. Will gain insight into waste prevention, reuse and recycling behaviours to inform future waste initiatives.
- g. Will explore current sources of information to enable more targeted communications in the future.
- h. Will be mindful of other public consultations and ensure alignment.
- i. The feedback obtained from the public consultation will be used to develop the final strategy.

7.2 The full suite of documents for public consultation comprise of the following and are currently under review;

- a. The draft headline strategy
- b. The draft options appraisal report – evidence behind service changes/pledges within the headline strategy
- c. The draft environmental report – from the Strategic Environment Assessment (SEA) process
- d. Summary document

8. Headline Strategy

8.1 The draft headline strategy (to be known as the Leicestershire Resources and Waste Strategy – LR&WS) will be the main focus of the consultation and be accompanied by a series of consultation questions. The updated draft LR&WS describes the approach that the LWP will take in delivering the recycling and waste management services from 2022 to 2050. The vision of the LR&WS is;

"To work towards developing the circular economy and achieving net zero carbon by 2050 in Leicestershire. This means fully embracing the waste hierarchy by preventing waste and keeping resources in circulation for as long as possible through reuse, repair and recycling, to realise their maximum value whilst minimising environmental impacts".

8.2 The vision is supported by specific strategy objectives and a range of pledges that sit alongside forthcoming national changes, setting a direction for long term management of material resources for the benefit of Leicestershire residents and communities.

8.3 The draft pledges contained in the draft LR&WS are:

Strategy Pledge no. 1:

All Councils within the Partnership will review their purchasing activities and internal waste management services to seek to promote waste prevention, reuse and recycling to support the objectives of this strategy and lead by example

Strategy Pledge no. 2:

The Partnership pledge to support and encourage waste prevention activity across LWP. This will include working with stakeholders, residents and communities to prevent unnecessary waste arising, for example through food waste reduction campaigns such as Love Food Hate Waste.

Strategy Pledge no. 3:

The Partnership pledge to continue delivering reuse services and expand activities where practicable, working in partnership with other stakeholders and to signpost to places that advocate for waste prevention and reuse, in support of developing a circular economy. This includes a pledge to continue to improve the collection of items for reuse at Household Waste Recycling Centres and explore the development of re-use shops at suitable sites.

Strategy Pledge no. 4:

Subject to confirmation on Government policy, legislation and the provision of funding to support, the Partnership will implement and promote separate food waste collections to all households. This will be as soon as possible when contracts and circumstances dictate. The County Council will procure Anaerobic Digestion capacity to treat the collected food waste in a manner that contributes to effective carbon emissions reduction across the County and improves soil quality.

Strategy Pledge no. 5:

The Partnership will explore the use of alternative fuels for collection vehicles and the transportation of waste and resources to further reduce carbon emissions of the service and improve air quality

Strategy Pledge no. 6:

The Partnership will continue to offer a garden waste collection system to Leicestershire residents and will follow Government guidelines as to the form of the collection and will be subject to legislation and total Government funding. The Partnership will continue to procure composting capacity to treat the collected garden waste in a manner that supports carbon reduction and improves soil quality.

Strategy Pledge no. 7:

The Partnership shall ensure that the full range of recyclables (as specified by Government and subject to funding) are collected from residents (and businesses where applicable) across Leicestershire by 2025, or as soon as possible when contracts and circumstances dictate.

Strategy Pledge no. 8:

The Partnership shall continue to explore the viability of adding extra materials to recycling collections (e.g. for batteries, small electric goods or clothing) aiming to keep Leicestershire performance above the national average.

Strategy Pledge no. 9:

The Partnership will put in place collection systems to contribute towards the achievement of the national 65% recycling target by 2035, this may include restricting residual waste capacity to encourage greater materials separation, carbon savings and resource recovery. Improvements in materials recovery at Household Waste Recycling Centres will also contribute towards the national target.

Strategy Pledge no. 10:

The Partnership will continue to allocate a communications budget sufficient to help promote good recycling behaviour and maximise resource recovery to support the circular economy and low carbon objectives of this strategy.

Strategy Pledge no. 11:

The County Council will reduce waste sent to landfill to less than 5% by 2025, well in advance of the 10% national target by 2030. The County Council will undertake future procurement processes for residual waste treatment (alternatives to landfill) in line with the vision and objectives of this Resources & Waste Management Strategy.

9. Options Appraisal

9.1 In developing the strategy nine options have been modelled, seven of which take account of anticipated service changes following Government consultations and are set out below:

Option	Description
Baseline	Current service
Option 1: Waste minimisation	Focus on waste awareness / education / waste reduction / recycling and prevention initiatives
Option 2: Reuse and repair	Focus on facilitating or promoting reuse / repair activities
Option 3: Revised Baseline with Consistent Collection measures, EPR & DRS	As Baseline, plus: <ul style="list-style-type: none"> • Recycling collection consistent with materials indicated in consistent collections consultation (plastic, glass, metal, paper and card) • 'Free' garden waste collection for all districts • Separate weekly food waste collection for all households

	<ul style="list-style-type: none"> Extended Producer Responsibility (EPR) and Deposit Return Scheme come into effect Sensitivity on recycling to include batteries, textiles, small Waste Electronic and Electrical Equipment (WEEE)
Option 4: Retained charged garden	As Option 3, except: <ul style="list-style-type: none"> Garden waste collection is retained as a charged service for all districts that currently operate a subscription service
Option 5: Restricted residual waste (A and B)	As Option 3, plus: <ul style="list-style-type: none"> A: Residual waste collected fortnightly in 140L wheeled bins OR B: Residual waste collected three-weekly in 240L/180L wheeled bins
Option 6: Twin stream recycling, fibre out	Option 3, plus: <ul style="list-style-type: none"> Fortnightly twin stream collection of dry recycling, paper and card in one box, plastics, glass and cans in wheeled bin
Option 7: Kerbside sort	Option 3, plus: <ul style="list-style-type: none"> Fortnightly kerbside sort collection of dry recycling
Option 8: Three-stream recycling	Option 3, plus <ul style="list-style-type: none"> Fortnightly three-stream collection of dry recycling: paper and card in box 1, glass in box 2, plastic and cans in box 3.

9.2 Options one and two (waste prevention and reuse) have been subject to a qualitative assessment and are activities that all councils should undertake and vary in their outputs and inputs. Good practise and initiatives that the LWP could deliver are contained within the draft LW&RS

9.3 The recycling collections were modelled using the Kerbside Analysis Tool (KAT) which gives comparative annualised costs for different systems. All options modelled incur an additional cost for the LWP when considering total net costs. Service changes are required to contribute towards achieving the national recycling rate of 65% by 2035. Reaching these higher targets means more investment is required and the Government has stated a commitment to covering additional costs to local authorities for the new required measures. Furthermore, Government is also intent on introducing Extended Producer Responsibility (EPR).

9.4 The collection options were also modelled using WRATE (The Waste and Resources Assessment Tool for the Environment) to determine the carbon impact as kg CO₂-eq savings.

9.5 As part of the process there have been a series of workshops held which allowed for input into the review. The criteria for the options to be measured against and their associated weighting were chosen at a workshop in June 2021 (which was attended by Officers and Councillors from all LWP authorities) and are outlined in the table below;

Criteria	Weighting
Carbon	4.7
Recycling performance / reuse performance / waste prevention performance	4.3
Cost	4.3
Residual waste arisings	4.1
Educational / awareness raising	4.1
Compliance with National Policy	4
Public acceptability	3.9
Social value	3.5
Operational flexibility	3.4
Resource use	3.2

9.6 FRM have considered each option in turn and evaluated using criteria agreed by the Partnership. Public acceptability, operational flexibility, compliance to regulations and social value indicators are more qualitative judgements and are scored using a 1 – 5 scoring system. The score has then been applied to an agreed weighting for each option.

9.7 The overall results of this evaluation are presented below (this table is also presented as an Appendix);

		<i>Business as Usual</i>	<i>Revised Baseline with Consistent Collection measures, EPR & DRS</i>	<i>As Option 3, with retained charged garden</i>	<i>As Option 3, plus restricted residual (140L WHB)</i>	<i>Option 3, plus restricted residual (3-weekly collection)</i>	<i>As Option 3, plus fortnightly twin stream collection of dry recycling</i>	<i>As Option 3, plus kerbside sort collection of dry recycling</i>	<i>As Option 3, plus three-stream recycling</i>
Criteria	Weighting	Baseline	Option 3	Option 4	Option 5A	Option 5B	Option 6	Option 7	Option 8
Carbon	4.7	3	3	3	5	5	1	1	1
Recycling performance	4.3	1	4	3	5	5	4	4	4
Cost	4.3	5	1	4	2	2	1	2	2
Residual waste arisings	4.1	1	4	4	5	5	4	4	4
Educational / Awareness Raising	4.1	1	4	3	4	4	3	4	4
Compliance with National Policy	4.0	2	3	2	3	2	4	5	5
Public Acceptability	3.9	3	5	4	2	1	4	3	3
Social Value	3.5	2	4	3	3	3	4	4	4
Operational Flexibility	3.4	4	5	5	5	2	3	2	4
Resource Use	3.2	2	3	3	5	5	3	3	3
Total Score (with weighting applied)		94.8	140.5	133.6	153.8	135.7	120.3	125.4	132.2
Highest Number = Best Option									

Key

1	2	3	4	5
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Worst performing

Best performing

9.9 All options result in an increase in the kerbside recycling rate for the LWP. Option 5a scores the highest overall for the assessment against the chosen criteria. Costs and recycling data estimated in the Options Appraisal report is at this stage indicative and

modelled for comparative purposes only. There is therefore no commitment from any LWP member for a particular option.

10. Strategic Environmental Assessment (SEA)

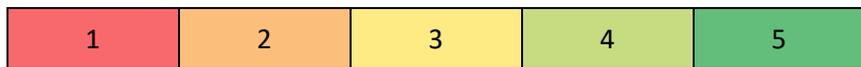
- 10.1 An assessment of how a strategy meets the aims of sustainable development can be delivered through an approach known as Strategic Environmental Assessment (SEA). An SEA is a framework for ensuring that environmental and sustainability impacts are integrated into high level policy, planning and programme making.
- 10.2 The first stage of this SEA process was to scope out the key sustainability issues relevant to the LMWMS and the geographical area of Leicestershire. There were two workshops held where key sustainability issues were agreed along with sustainability objectives and assessment criteria. These elements were captured in a SEA scoping report.
- 10.3 The Statutory consultees (the Environment Agency, Natural England and Natural Heritage) were consulted on the SEA scoping report over a five week period. Any comments received from these organisations were addressed and updated in the draft Environmental Report. The draft Environmental Report identifies, describes and evaluates the likely significant effects on the environment from the LR&WS. The public and the statutory consultee bodies must be consulted on the Environmental Report.
- 10.4 It is important to note the strategy is high level and therefore non site specific.

11. Equality and Human Rights Implications

- 11.1 An Equality and Human Rights Impact Assessment (EHRIA) Screening has been undertaken and concludes that the review of the LMWMS will be subject to a full EHRIA, detail of which will be included in the final report scheduled for summer 2022.

		<i>Business as Usual</i>	<i>Revised Baseline with Consistent Collection measures, EPR & DRS</i>	<i>As Option 3, with retained charged garden</i>	<i>As Option 3, plus restricted residual (140L WHB)</i>	<i>Option 3, plus restricted residual (3-weekly collection)</i>	<i>As Option 3, plus fortnightly twin stream collection of dry recycling</i>	<i>As Option 3, plus kerbside sort collection of dry recycling</i>	<i>As Option 3, plus three-stream recycling</i>
Criteria	Weighting	Baseline	Option 3	Option 4	Option 5A	Option 5B	Option 6	Option 7	Option 8
Carbon	4.7	3	3	3	5	5	1	1	1
Recycling performance	4.3	1	4	3	5	5	4	4	4
Cost	4.3	5	1	4	2	2	1	2	2
Residual waste arisings	4.1	1	4	4	5	5	4	4	4
Educational / Awareness Raising	4.1	1	4	3	4	4	3	4	4
Compliance with National Policy	4.0	2	3	2	3	2	4	5	5
Public Acceptability	3.9	3	5	4	2	1	4	3	3
Social Value	3.5	2	4	3	3	3	4	4	4
Operational Flexibility	3.4	4	5	5	5	2	3	2	4
Resource Use	3.2	2	3	3	5	5	3	3	3
Total Score (with weighting applied)		94.8	140.5	133.6	153.8	135.7	120.3	125.4	132.2
Highest Number = Best Option									

Key



Worst performing

Best performing

Agenda Item 8



Policy, Finance and Development Committee	Tuesday, 07 December 2021	Matter for Decision
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Report Title: **Procurement of Housing Repairs, Maintenance and Void Property Programme Contract**

Report Author(s): **Chris Eyre (Housing Manager)**

Purpose of Report:	This report seeks approval to commence the process of procuring an external contractor to deliver the housing repairs, maintenance, and void property programme.
Report Summary:	The report provides information on how the procurement of a contractor will be conducted.
Recommendation(s):	To approve the commencement of procuring a contractor to deliver the housing repairs, maintenance and void programme.
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	<p>Anne Court (Chief Executive / Head of Paid Service) (0116) 257 2602 anne.court1@oadby-wigston.gov.uk</p> <p>Adrian Thorpe (Head of the Built Environment) (0116) 257 2645 adrian.thorpe@oadby-wigston.gov.uk</p> <p>Chris Eyre (Housing Manager) (0116) 257 2726 chris.Eyre@oadby-wigston.gov.uk</p>
Corporate Objectives:	Providing Excellent Services (CO3)
Vision and Values:	Accountability (V1) Innovation (V4) Customer Focus (V5)
Report Implications:-	
Legal:	There are no implications arising from this report.
Financial:	The implications are as set out at paragraph 1.3 of this report.
Corporate Risk Management:	Key Supplier / Partnership Failure (CR2) Regulatory Governance (CR6)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
Statutory Officers' Comments:-	

Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
Consultees:	None.
Background Papers:	None.
Appendices:	None.

1. Information

- 1.1 This report seeks approval to commence the process of procuring external contractors to deliver the Council's responsive repairs and maintenance, and void property programme connected with the management of the housing stock.
- 1.2 A responsive repair is any work required to a defective component of a building, to allow that component to work effectively, and which requires attention in the short term. Generally this will be an emergency (24 hour), urgent (7 days) or routine (28 days). A repair can be to rectify a defective component and may include the replacement of that component part, for example a tap, a door handle or a pane of glass.
- 1.3 The Council is required to enter into a Public Procurement exercise due to the value of the contract. The contract will be for a period of three years, with an option to extend an additional two years. The total value of the contract is £3.1million (£630,000 pa). This is funded through the Housing Revenue Account and the budget is calculated on an average number of housing repairs per year and the average cost of a housing repair
- 1.4 The Council's audit process has identified the need to ensure the service delivers value for money and to meet financial compliancy through the procurement of a contractor. In addition to this, the Council is required to demonstrate to tenants that value for money is achieved in the repair and maintenance of the homes it manages.
- 1.5 As a responsible landlord it is important that the Council demonstrates that it has vigorously explored and pursued the best services for our customers. The current arrangements present many issues for the management of the service and other more cost-effective options are available by procuring into one contract.
- 1.6 It is proposed the contract will be advertised openly and in line with Public Procurement Regulation. This will provide an opportunity for local based contractors to submit a bid to deliver the programme.
- 1.7 The bids will be evaluated on a quality and cost ratio (60% quality; 40% cost). This method of evaluation is standard approach to ensure a high standard of works and value for money.
- 1.8 The specification will also focus on how the contractor can deliver social value (including employment and environmental requirements), and will seek to identify how they will align with the corporate values accountability, innovation, and customer focus
- 1.9 The procurement of the contract will be carried out with our procurement partners Welland Procurement.

Agenda Item 9



Policy, Finance and Development Committee	Tuesday, 07 December 2021	Matter for Information
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Report Title: Standards & Ethical Indicators (Q2 2021/22)

Report Author(s): David Gill (Head of Law and Democracy / Monitoring Officer)

Purpose of Report:	To receive the figures for local determination of complaints and ethical indicators for Q2 2021-22.
Report Summary:	The report provides information in relation to Member Complaints, Corporate and Ombudsman Complaints, Freedom of Information Requests and Anti-Social Behaviour Reports and Resolutions.
Recommendation(s):	That the content of the report and appendix be noted.
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	Anne Court (Chief Executive / Head of Paid Service) (0116) 257 2602 anne.court1@oadby-wigston.gov.uk David Gill (Head of Law & Democracy / Monitoring Officer) (0116) 257 2626 david.gill@oadby-wigston.gov.uk
Corporate Objectives:	Providing Excellent Services (CO3)
Vision and Values:	Accountability (V1) Respect (V2) "A Stronger Borough Together" (Vision) Customer Focus (V5)
Report Implications:-	
Legal:	There are no implications arising from this report.
Financial:	There are no implications arising from this report.
Corporate Risk Management:	Political Dynamics (CR3) Reputation Damage (CR4) Regulatory Governance (CR6)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable.
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
Statutory Officers' Comments:-	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.

Monitoring Officer:	As the author, the report is satisfactory.
Consultees:	None.
Background Papers:	None.
Appendices:	1. Standards & Ethical Indicators (Q2- 2021/22)

1. Information

- 1.1 Regular reporting about the Council's activities under the Regulation of Investigatory Powers Act 2000 is a statutory requirement under the oversight regime of the Investigatory Powers Commissioner.
- 1.2 This report to Members covers the second quarter (Q2) of 2021/22.
- 1.3 The report also contains other matters which Officers considered would be of interest to Members, including the number and disposal of Member Complaints, the number of Corporate and Ombudsman complaints, the number of Freedom of Information requests and the number of anti-social behaviour reports and resolutions.
- 1.4 The quarter two report for 2021/22 is attached at Appendix 1 for Members' information.



OADBY AND WIGSTON BOROUGH COUNCIL

STANDARDS AND ETHICAL INDICATORS

QUARTER 2 REPORT

2021/2022

1. Introduction

This is the quarterly report to the Policy Finance and Development Committee detailing both the figures for the Ethical Indicators and the figures for the Local Determination of Complaints process for 2021/2022.

For clarification purposes the months covered by the quarters are as follows:

Quarter 1 – 1 April to 30 June
Quarter 2 – 1 July to 30 September
Quarter 3 – 1 October to 31 December
Quarter 4 – 1 January to 31 March

The report is split into 2 parts for ease of reference; Part 1 refers to the local determination of complaints, part 2 is the table showing the ethical indicators figures.

The report will enable the Policy Finance and Development Committee to build up a picture over time of how many complaints are received and where these are coming from. The parts of the Code of Conduct which have been breached will also be recorded to enable training to be targeted effectively.

2. Part 1 – Local Determination of Complaints

The Monitoring Officer received 1 complaints in Quarter 2 of 2021/2022.

2.1 Source of Complaint

The complaint was from 1 member about another member and at the end of Q2 was still being assessed by the Monitoring Officer.

2.2 Assessment Sub-committee Decisions

There have been No Assessment Sub-committee meetings in this quarter.

2.3 Timeliness of Decision

The Standards for England Guidance stated that the Assessment Sub-committee should complete its initial assessment of an allegation “within an average of 20 working days” to reach a decision on what should happen with the complaint. The Council has taken this standard and adapted it under the new rules to aim to hold an Assessment Sub-committee within 20 working days of notifying the parties that informal resolution is not possible.

2.4 Review Requests

There have been no review requests in this quarter. Review requests can only be made following a decision of ‘No further Action’ by the Assessment Sub-committee where there is submission of new evidence or information by the complainant.

2.5 Subsequent Referrals

None

2.6 Outcome of Investigations

There were no formal investigations concluded in this period.

2.7 Parts of the Code Breached

This section is intended to show where there are patterns forming to enable the Policy Finance and Development Committee to determine where there needs to be further training for Councillors. Targeting training in this way makes it more sustainable and, hopefully, more effective.

So far this year, the following areas of the code were found to have been breached:

Not applicable

Ref	Performance Indicator Description	Officer responsible for providing information	Q1		Q2		Q3		Q4	
			2020/2021	2021/2022	2020/2021	2021/2022	2020/2021	2021/2022	2020/2021	2021/2022
LG1	Objections to the Council's Accounts	Head of Finance	0	0	0	0	0		0	
LG2	Follow up Action relating to reaches of the Member/Officer Protocol (Members)	Head of Law & Democracy	0	0	0	0	0		0	
LG3	Disciplinary Action relating to breaches of the Member / Officer Protocol (Staff)	HR Manager	0	0	0	0	0		0	
LG4	Number of Whistle Blowing Incidents Reported	Head of Law & Democracy	0	0	0	0	0		0	
LG5	No. of Recommendations made to improve Governance Procedures/Policies		0	0	0	0	0		0	
LG6	No. of Recommendations Implemented		0	0	0	0	0		0	

Corporate Complaints

Ref	Performance Indicator Description	Officer responsible for providing information	Q1		Q2		Q3		Q4	
			2020/2021	2021/2022	2020/2021	2021/2022	2020/2021	2021/2022	2020/2021	2021/2022
LG7	No. Corporate Complaints received	PA to Senior Leadership Team	19	37	15	36	29		43	
	No. Corporate Complaints escalated to L2		3	7	1	1	4		2	
	No. Corporate Complaints escalated to Ombudsman		1	1*	0	0	0		0	
LG7a	No. Corporate Complaints Resolved at L1		19	30	14	3	29			
	No. Corporate Complaints Resolved at L2		3	6	1	26	4		41	
LG7b	No. Corporate Complaints where compensation paid		0	0	0	0	0		2	
	Service Area								0	
LG8	No. Ombudsman complaints received		0	1*	1	0	1		0	
	Service Area			Housing	Comms		Housing			
LG8a	No. Ombudsman complaints resolved		1	0	1	0	1		0	
LG8b	No. Ombudsman complaints not yet determined by the Ombudsman	1	1	0	0	0		0		
LG8c	No. Ombudsman complaints where compensation paid	1	0	0	0	0		0		

* Escalated to the Housing Ombudsman

Freedom of Information Act Indicators

Ref	Performance Indicator Description	Officer responsible for providing information	Q1		Q2		Q3		Q4	
			2020/2021	2021/2022	2020/2021	2021/2022	2020/2021	2021/2022	2020/2021	2021/2022
LG9a	No. of FOI Requests Compliant	Data Protection Officer	88	113	127	109	135		163	
LG9b	No. of Non-compliant FOI Requests		32	19	27	39	27		24	
LG9c	No. of FOI Requests still open and within the 20 working days		0	0	0	1	5		0	
LG9d	No. of FOI Requests withheld due to exemptions/fees applied		4	7	3	4	2		2	

Regulation of Investigatory Powers Act Indicators

Ref.	Performance Indicator Description	Officer Responsible for Providing Information	Q1		Q2		Q3		Q4	
			2020/2021	2021/2022	2020/2021	2021/2022	2020/2021	2021/2022	2020/2021	2021/2022
LG10	No. of Directed Surveillance Authorisations granted during the quarter	Head of Law & Democracy	0	0	0	0	0		0	
LG10a	No. in force at the end of the quarter		0	0	0	0	0		0	
LG10b	No. of CHIS recruited during the quarter		0	0	0	0	0		0	
LG10c	No. ceased to be used during the quarter		0	0	0	0	0		0	
LG10d	No. active at the end of the quarter		0	0	0	0	0		0	
LG10e	No. of breaches (particularly unauthorised surveillance)		0	0	0	0	0		0	
LG10f	No. of applications submitted to obtain communications data which were rejected		0	0	0	0	0		0	
LG10g	No. of Notices requiring disclosure of communications data		0	0	0	0	0		0	
LG10h	No. of authorisations for conduct to acquire communications data		0	0	0	0	0		0	
LG10i	No. of recordable errors		0	0	0	0	0		0	

Anti-Social Behaviour Indicators

Ref.	Performance Indicator Description	Officer responsible for providing information	Q1		Q2		Q3		Q4	
			2020/2021	2021/2022	2020/2021	2021/2022	2020/2021	2021/2022	2020/2021	2021/2022
	No. of Complaints Registered	Head of Community & Wellbeing	31	31	31	27	11		35	
	No. of Disposals		13	10	13	16	3		1	
	No. of Complaints still Open		4	0	4	2	0		0	
	No Further Action (where suspect identified)		3	2	3	3	1		3*	
	No Further Action (no suspect identified)		11	21	11	18	7		32	

* One reported incident resulted in 2 suspects being identified

Food Safety Inspections

Ref.	Performance Indicator Description	Officer responsible for providing information	Q1		Q2		Q3		Q4	
			2020/2021	2021/2022	2020/2021	2021/2022	2020/2021	2021/2022	2020/2021	2021/2022
BPE31	No. of Programmed Inspections *(1)	Head of Law & Democracy	46	1 21 7	43	1 15 17	24		101*	
	No. of Programmed Inspections Completed		4	1 15 0	4	1 3 0 *(2) 96	4		3	
	No. of Programmed Inspections Outstanding		42	0 6 7	81	0 12 17	101		94	

(1) Following The Food Standard Agency's latest guidance on routine food inspections, we have prioritised inspections according to risk (High/Medium and low) Phase 1 of the recovery plan all High Risk must be inspected. All businesses are risk rating into A-E (A and B are high risk, C/D medium risk and E low risk. C/D inspection are rolled into Phase 2. Low risk can be deferred.

(2) Joint working project with Trading Standards with regards to the backlog of new food registrations. All new businesses received a call and program in for an inspection. Low risk deferred to April 2022.

We have now undertake to use two local EHO's to undertake some inspections as extra resources as a short term solution due to staff shortages.

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