



TO COUNCILLOR:

Mrs R H Adams (Mayor)
Dr N Alam
L A Bentley
G A Boulter
J W Boyce
Mrs L M Broadley
F S Broadley
D M Carter
M H Charlesworth

Mrs H E Darling JP
M L Darr
Mrs L Eaton JP
D A Gamble
F S Ghattoraya
Mrs S Z Haq
Miss P V Joshi
J Kaufman (Deputy Mayor)
Mrs L Kaufman

Miss A Kaur
Ms C D Kozlowski
Mrs H E Loydall
K J Loydall
D W Loydall
Mrs S B Morris
R E R Morris
Dr I K Ridley

I summon you to attend the following meeting for the transaction of the business in the agenda below.

Meeting: Full Council
Date and Time: Tuesday, 18 April 2023, 7.00 pm
Venue: Council Offices, Bushloe House, Station Road, Wigston, Leicestershire, LE18 2DR
Contact: Democratic Services
t: (0116) 257 2775
e: democratic.services@oadby-wigston.gov.uk

Yours faithfully

Council Offices
Wigston
06 April 2023

Mrs Anne E Court
Chief Executive



Meeting ID: 2310



It has cost **£7.16** to print, package and post this single agenda pack for this meeting.
A full cost breakdown for all agenda packs for this meeting is provided further down..

ITEM NO.

AGENDA

PAGE NO'S

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OadbyWigstonBC



@Oadby_Wigston

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

<https://youtube.com/live/ULrqdB7OJVk>

1. Calling to Order of the Meeting

The meeting of the Council will be called to order to receive Her Worship The Mayor and Deputy Mayor.

2. 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.

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

4 - 11

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

To read, confirm and note the Action List arising from the previous meeting.

6. Motions on Notice

To consider any Motions on Notice in accordance with Rule 14 of Part 4 of the Constitution.

7. Petitions, Deputations and Questions

To receive any Petitions, Deputations and, or, to answer any Questions by Members or the Public in accordance with Rule(s) 11, 12, 13 and 10 of Part 4 of the Constitution and the Petitions Procedure Rules respectively.

8. Mayor's Announcements

To receive any announcements from the Mayor in accordance with Rule 2 of Part 4 of the Constitution.

a. Official Mayoral / Deputy Mayoral Engagements

12 - 15

9. Leader's Statement

To receive any statement from the Leader of the Council in accordance with Article 2.9.2(ii) of Part 2 of the Constitution.

10. Appointment of New Leader

To appoint a new Leader of the Council in accordance with Article 2.9.2 of Part 2 and Paragraph 1.1.3, Section 3 of Part 3 of Council's Constitution.

11. Auditor's Annual Report (2020/21 and 2021/22)

16 - 46

Report of the Strategic Director / Section 151 Officer

12. Scheme of Members' Allowances (2023/24)	47 - 57
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Report of the Safety & Resilience Officer	
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Report of the Legal & Democratic Services Manager / Deputy Monitoring Officer Report of the Democratic & Electoral Services Officer	

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Our audio platform **soundcloud.com/oadbywigstonbc** or smart device with the 'SoundCloud' app



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Paper, ink and envelope (A4 white, colour, C4 envelope)	£5.42	£81.34
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Officer time (Pro rata hourly rate)	n/a	£12.70
Total cost(s)	£7.16	£120.14

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Agenda Item 4

**MINUTES OF THE MEETING OF THE FULL COUNCIL HELD AT COUNCIL OFFICES,
BUSHLOE HOUSE, STATION ROAD, WIGSTON, LEICESTERSHIRE, LE18 2DR ON
THURSDAY, 23 FEBRUARY 2023 COMMENCING AT 7.00 PM**

PRESENT

Mrs R H Adams Mayor
J Kaufman Deputy Mayor



Meeting ID: 2297

COUNCILLORS

L A Bentley
G A Boulter
J W Boyce Leader of the Council
D M Carter
M H Charlesworth
M L Darr
D A Gamble
F S Ghattoraya
Mrs S Z Haq Deputy Leader of the Council
Miss P V Joshi Leader of the Opposition
Mrs L Kaufman
Ms C D Kozlowski
Mrs H E Loydall
K J Loydall
D W Loydall
Dr I K Ridley

OFFICERS IN ATTENDANCE

S J Ball Legal & Democratic Services Manager / Deputy Monitoring Officer
T Bingham Strategic Director / Section 151 Officer
B Bull Head of Finance / Deputy Section 151 Officer
A E Court Chief Executive / Head of Paid Service
P Fisher Strategic Director
D M Gill Head of Law & Democracy / Monitoring Officer
A Hunt Democratic & Electoral Services Officer
J Wells Senior Strategic Development Manager

75. CALLING TO ORDER OF THE MEETING

The meeting of the Council was called to order to receive Her Worship The Mayor and Deputy Mayor.

76. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillors F S Broadley, Mrs L M Broadley, Mrs L Eaton JP, Ms H E Darling, R E R Morris and Mrs S B Morris.

77. DECLARATIONS OF INTEREST

None.

78. MINUTES OF THE PREVIOUS MEETING(S)

Full Council (Council Tax & Budget Setting (2023/24))
Thursday, 23 February 2023, 7.00 pm

Mayor / Deputy
Mayor's Initials

78a. TUESDAY, 13 DECEMBER 2022, 7:00 PM

Councillor Mrs H E Loydall requested that it be noted that Oadby & Wigston Borough Council tax rates are the lowest in Leicestershire when taking into account the parish precepts levied in other Leicestershire areas, but not in Oadby and Wigston which is unparished.

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

The minutes of the previous meeting held on 13 December 2022 be taken as read, confirmed and signed.

78b. TUESDAY, 7 FEBRUARY 2023, 6:30 PM (EXTRAORDINARY)

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

The minutes of the previous extraordinary meeting held on 07 February 2023 be taken as read, confirmed and signed.

79. ACTION LIST ARISING FROM THE PREVIOUS MEETING(S)

There was no Action List arising from the previous meeting(s).

80. MOTIONS ON NOTICE

None.

81. PETITIONS, DEPUTATIONS AND QUESTIONS

None.

82. MAYOR'S ANNOUNCEMENTS

82a. OFFICIAL MAYORAL / DEPUTY MAYORAL ENGAGEMENTS

By affirmation of the meeting, it was:

UNANIMOUSLY RESOLVED THAT:

The list of Official Engagements attended by The Mayor and/or Deputy Mayor be noted.

83. ESTABLISHMENT OF A CAPITAL PROJECTS SUB-COMMITTEE

The Council gave consideration to the report and appendix (as set out at pages 16 - 19 of the agenda reports pack) which requested Council's approval for the creation of a Capital Projects Sub-Committee.

It was moved by the Leader of the Council, seconded by Councillor M H Charlesworth and

UNANIMOUSLY RESOLVED THAT:

- (i) The establishment of a Capital Projects Sub-Committee (as set out in paragraph 1.1 of the report) be approved;**
- (ii) The Terms of Reference for the said Sub-Committee (as set out in Appendix 1 of the report) be approved; and**
- (iii) The delegated authority is given to the Head of Law & Democracy (Monitoring Officer) to make any consequential changes to the Constitution arising from this decision.**

84. COUNCIL TAX SETTING (2023/24)

The Council gave consideration to the report and appendices (as set out at pages 20 - 25 of the agenda reports pack) which asked Council to set and approve the amount of Council Tax for its area in accordance with section 30(2) of the Local Government Finance Act 1992 as amended by the Localism Act 2011.

The Strategic Director / Section 151 Officer stated that on page 21, recommendation D, the table which lists the Leicestershire County Council pre-sets for next year are a penny difference lower on bands A, F and H.

The recommendations were moved en bloc by Councillor M H Charlesworth seconded by Councillor J Kaufman and

RESOLVED THAT:

- A. Under powers delegated to the Chief Financial Officer, the Council has calculated the amount of 17,986.7 as its Council Tax base for the financial year 2023/24 in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 be noted.**
- B. The Council Tax requirement for the Council's own purposes for 2023/24 is £4,436,703 be noted.**
- C. The following amounts be calculated by the Council for the year 2023/24 in accordance with sections 30 to 36 of the Local Government Finance Act 1992 (as amended):**
 - (i) £38,215,339 being the aggregate of the amounts which the Council estimates for the items set out in section 31A(2) of the Act.**
 - (ii) £33,778,720 being the aggregate of the amounts which the Council estimates for the items set out in section 31A(3) of the Act.**
 - (iii) £4,436,618 being the amount by which the aggregate at C(i) above exceeds the aggregate at C(ii) above, calculated by the Council, in accordance with section 31 A (4) of the Act, as its Council Tax Requirement for the year.**
 - (iv) £246.66 being the amount at C(iii) divided by the amount at A above, calculated by the Council, in accordance with section 3 B of the Act, as the basic amount of its Council Tax for the year.**

(v) Valuation Bands 2023/24

Being the amounts given by multiplying the amount at C(iv) above by the number which, in the proportion set out in section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation Band D, calculated by the Council, in accordance with section 36(1) of the Act, as the amount to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

Oadby and Wigston Borough Council			
A	B	C	D
£	£	£	£
164.44	191.85	219.25	246.66
E	F	G	H
£	£	£	£
301.47	356.29	411.10	493.32

- D. For the year 2023/24, the Police and Crime Commissioner for Leicester/shire, and the Leicester/shire and Rutland Combined Fire Authority have stated the following amounts in precepts issued to the Council, in accordance with section 40 of the Local Government Finance Act 1992, for each of the categories shown below and that Leicestershire County Council have indicated that their provisional precept will be confirmed on 22 February 2023 be noted (as amended).**

Precepting Authorities - Valuation Bands 2023/24

Leicestershire County Council			
A	B	C	D
£	£	£	£
1,016.98	1,186.47	1,355.97	1,525.46
E	F	G	H
£	£	£	£
1,864.45	2,203.45	2,542.44	3,050.93

Police and Crime Commissioner for Leicester and Leicestershire			
A	B	C	D
£	£	£	£
182.15	212.51	242.87	273.23
E	F	G	H
£	£	£	£
333.95	394.67	455.38	546.46

- E. That having calculated the aggregate in each case of the amounts at C(v) and D above, the Council, in accordance with section 30(2) of the Local Government Finance Act 1992, set the following amounts as the amounts of Council Tax for the year 2023/24 for each of the categories of dwellings shown below.

Valuation Bands

Total Amount Payable Oadby and Wigston Borough Council Residents			
A	B	C	D
£	£	£	£
1,416.43	1,652.50	1,888.57	2,124.64
E	F	G	H
£	£	£	£
2,596.78	3,068.94	3,541.07	4,249.29

In accordance with Rule 18.3.2 of Part 4 of the Constitution, as required by Regulation 4 and Part 3 of Schedule 2 of the Local Authorities (Standing Orders) (England) Regulations 2001 (as amended), the names of the Members who casted a vote for the motion or against the motion or who abstained from voting were recorded as follows:

Votes For (16)	Votes Against (3)	Abstentions (0)
Mrs R H Adams	Dr N Alam	
L A Bentley	F S Ghattoraya	
G A Boulter	Miss P V Joshi	
J W Boyce		
D M Carter		
M H Charlesworth		
M L Darr		
D A Gamble		
Mrs S Z Haq		
J Kaufman		
Mrs L Kaufman		
Ms C D Kozlowski		
D W Loydall		
Mrs H E Loydall		
K J Loydall		
Dr I K Ridley		

85. 2023/24 REVENUE BUDGETS, MEDIUM TERM FINANCIAL PLAN AND 2023/24 - 2027/28 CAPITAL PROGRAMMES

The Council gave consideration to the report and appendices (as set out at pages 26 - 114

of the agenda reports pack) which asked Council to receive an update on the medium-term financial outlook and approve the General Fund Revenue Budget, the Housing Revenue Account (HRA) Budget, the Scale of Fees and Charges for 2023/24 and the General Fund and HRA Capital Programmes for 2023/24 – 2027/28.

It was moved by Councillor M H Charlesworth, seconded by Councillor Dr I K Ridley and

RESOLVED THAT:

- (i) **The Section 151 Officer’s statement on the robustness of the budget and the adequacy of reserves as set out in Section 11 of the report be noted;**
- (ii) **The General Fund Revenue Budget for 2023/24 as set out in Appendix 5 be approved;**
- (iii) **The HRA budget for 2023/24 as detailed in Appendix 8, including rent increase of 7% in line with the national rent policy formula and 100% increase in heating charges based on option 3 as set out in Section 7 be approved;**
- (iv) **The Scale of Fees and Charges as set out in Appendix 9 be approved;**
- (v) **The new Capital Schemes of the General Fund and HRA, including the provision for 2024/25 for the replacement of fleet, in order to minimise service Agenda Item 12 disruption as a result of long lead-in times, as set out in Appendix 10 be approved;**
- (vi) **Capital schemes that Full Council wish to delegate to the new Capital Projects Sub-Committee for monitoring of delivery, subject to Council approval of its establishment are identified;**
- (vii) **The proposed repurposing of earmarked reserve to bolster the general fund reserve as detailed in Appendix 11 be ratified.**

Votes For	16
Votes Against	0
Abstentions	3

86. TREASURY MANAGEMENT POLICY AND STRATEGIES AND PRUDENTIAL INDICATORS (2023/24)

The Council gave consideration to the report and appendices (as set out at pages 115 - 162 of the agenda reports pack) which asked Council to approve various budget and economic strategies, policies, plans and statements.

It was moved by Councillor M H Charlesworth, seconded by Councillor Mrs S Z Haq and

UNANIMOUSLY RESOLVED THAT:

- (i) **The Capital Strategy including the Prudential Indicators (as set out in Appendix 1) be approved;**
- (ii) **That the Treasury Management Policy, Treasury Strategy and Plan 2023/24 (as set out in Appendix 2 and 3) be approved;**
- (iii) **That the Minimum Revenue Provision Statement 2023/24 (as set out in Appendix 4) be approved;**
- (iv) **That the Investment Strategy 2023/24 (as set out in Appendix 5) be approved; and**
- (v) **That the Flexible Use of Capital Receipts Strategy (as set out in Appendix 6) be approved.**

87. PAY POLICY STATEMENT (2023/24)

The Council gave consideration to the report and appendices (as set out at pages 163 - 182 of the agenda reports pack) which asked it to review the proposed Pay Policy Statement for the coming financial year 2023/24.

It was moved by Councillor M H Charlesworth seconded by Councillor K J Loydall and

RESOLVED THAT:

- (i) The contents of the report and appendices be noted;**
- (ii) The Pay Policy Statement for 2023/24 (as set out at Appendix 1) be approved; and**
- (iii) The continued commitment to paying the Real Living Wage for 2023/24 be approved.**

Votes For	16
Votes Against	0
Abstentions	3

88. APPROVAL OF LEICESTERSHIRE RESOURCES AND WASTE STRATEGY (2022-2050)

The Council gave consideration to the report and appendices (as set out at pages 183 - 229 of the agenda reports pack) which asked it seek approval and adopt the Leicestershire Resources and Waste Strategy 2022-2050 (LRWS/Strategy). The Strategy sets out how the Leicestershire Waste Partnership (LWP) intends to manage municipal waste up until 2050.

It was moved by Councillor Michael H Charlesworth, seconded by the Leader of the Council and

UNANIMOUSLY RESOLVED THAT:

- (i) The Leicestershire Resources and Waste Strategy 2022 (provided in Appendix 1) be approved;**
- (ii) The Leicestershire Waste Partnership is continued but it be requested that it is developed and enhanced to ensure appropriate political, strategic and operational engagement be endorsed by Council; and**
- (iii) The Leicestershire Waste Partnership explores collaborative opportunities which have the potential to deliver environmental improvements, whilst helping to reduce costs across the waste system, such that cost shunting is avoided and mutual benefits are shared across all partners be requested by Council.**
- (iv) The fact that Oadby and Wigston Borough Council operates a weekly refuse and recycling collection be noted.**

89. INTERIM REVIEW OF POLLING DISTRICTS, PLACES AND STATIONS (2023)

The Council gave consideration to the report and appendices (as set out at pages 230 - 246 of the agenda reports pack) which advised the Council on the final arrangements being proposed by the Returning Officer in respect of the polling districts, places and stations in the Borough of Oadby and Wigston.

It was moved by Councillor D M Carter, seconded by the Leader of the Council and

RESOLVED THAT:

- (i) **The content of the report and appendices be noted;**
- (ii) **The Council approves the revised Polling District, Polling Places and Polling Station arrangements (“the Polling Arrangements”) as proposed by the Returning Officer (as set out at Appendix 3 to this report); and**
- (iii) **Delegated authority be given to the Returning Officer to make alternative Polling Arrangements should any of the approved Polling Places and Polling Stations be untenable at short-notice prior to/on polling day itself.**

Votes For 17
Votes Against 0
Abstentions 2

90. APPOINTMENT OF DEPUTY ELECTORAL REGISTRATION OFFICERS

The Council gave consideration to the report (as set out at pages 247 - 248 of the agenda reports pack) which requested the appointment of two Deputy Electoral Registration Officers to support the Electoral Registration Officer.

It was moved by the Leader of the Council, seconded by Councillor C D Kozlowski and

UNANIMOUSLY RESOLVED THAT:

- (i) **The Head of Law & Democracy (Monitoring Officer) and the Legal & Democratic Services Manager (Deputy Monitoring Officer) be appointed Deputy Electoral Registration Officers.**

91. LEADER'S STATEMENT

The Leader of the Council presented a Statement outlining his recent work, the administration’s plans and an overview of recent decisions taken since the previous meeting of the Council.

The Leader said that Oadby and Wigston Borough Council like other Councils is going to face significant pressures during the cost of living crisis and that the Council is going to have real financial difficulties and will have to turn to working with people that they have not worked with before.

THE MEETING CLOSED AT 8.45 pm



Mayor / Deputy Mayor

Tuesday, 18 April 2023

Printed and published by Democratic Services, Oadby and Wigston Borough Council, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR

Events attended by the Mayor May 2022 – Present

MAY

19 Rainbows Lark Rise and Beyond

JUNE

1	Oadby & Wigston BC – Queen’s Platinum Jubilee	Staff and Community BBQ/Tea Party
2	Oadby & Wigston BC – Queen’s Platinum Jubilee	Brocks Hill Beacon Lighting
4	Oadby & Wigston BC – Queen’s Platinum Jubilee	Bell Street Big Lunch
5	Oadby & Wigston BC – Queen’s Platinum Jubilee	South Wigston Big Lunch
6	Salvation Army	Carers Week Event
12	Oadby & Wigston Lions Club International	Happy & Glorious Concert
15	North Warwickshire & South Leicestershire College	Creative Arts Exhibition
17	Oadby and Wigston BC – Queen’s Platinum Jubilee	Jubilee Shop Window Front Competition
22	Voluntary Action South Leicestershire	Support for Carers Event
27	Oadby & Wigston BC	Raising of the Flag – Armed Forces

JULY

6	High Sheriff of Rutland & High Sheriff of Leicestershire	Osprey Cruise - Rutland Water
7	Muslim School Oadby	Annual Results Evening
10	League of Jewish Women, Leicester	Mitzvah Day Charity Goods Collection
21	University of Leicester	School of Medicine and Allied Health Graduation (and lunch)
28	Chairman, Leicestershire County Council	Summer Evening Buffet Reception
30	Café Makaan, Oadby	Grand Opening

AUGUST

7	County Commissioner – Girlguiding Leicestershire	Girlguiding Leicestershire County Brownie Camp
13	Aylestone Lane Allotment Association	Aylestone Lane Allotment Day
19	Helping Hands Homecare, Bell Street, Wigston	Opening of New Office – Wigston Branch
25	Harborough District Council	Charity Pub ‘Carvery’ Lunch

SEPTEMBER

11	Oadby & Wigston BC – Death of HM the Queen	The Reading of the Borough Proclamation on the Accession
18	Leicester Cathedral – Death of HM the Queen	Service of Commemoration
24	Amberwood Care Home	30 th Anniversary
30	Oadby Community Stakeholders	Celebration of Installation of Reflection Park Sculpture

OCTOBER

1	Clinical & Contract Research Association (CCRA)	Diabetes UK Charity Fundraiser
2	St Paul's Church, Oadby	40 th Anniversary – Special Celebratory Service
5	OWBC	Armed Forces Veterans Breakfast Morning
8	Wigston Framework Knitters – Councillor Bill Boulter	Presentation of the Peppercorn Rent
10	Pride of the Borough – Councillor David Carter	Pride of the Borough Awards Evening
24	University of Leicester – Prof. Nishan Canagarajah	Launch of £150m Development Campus – Freeman's
27	Leicester Cathedral	Guild of St Martin Annual Dinner 2022
29	Senior Citizen's Action Group	Autumn Concert
30	Leicestershire County Council	Chairman's County Service

NOVEMBER

6	Oadby & Wigston Lions	42 nd Annual Charter Lunch
11	OWBC	Remembrance Service
13	OWBC	Remembrance Parade and Service (Wigston)
13	Royal British Legion (Oadby)	Parade for Remembrance Sunday
19	Oadby Town Centre Association	Christmas Lights Switch On
24	Muslim School of Oadby	Annual Assembly (Madressah Assembly)
26	Oadby & Wigston Lions	Annual Christmas Lights Switch On

DECEMBER

3	St Peter's Church	St Peter's Church Oadby Christmas Fair
3	OWBC	South Wigston Christmas Lights Switch On
13	Senior Citizen's Action Group	Christmas Concert at The Elms
16	Councillor Kevin Loydall (O&W Lion)	Gateway Club – End of Term Christmas Party
21	OWBC	Shop Window Front Competition

JANUARY

18	Hinckley & Bosworth Borough Council	Hinckley Concordia Pantomime 2023
20	University of Leicester	Winter Graduations 2023
23	Plastic Free Oadby	Presentation of Plaques and Certificates
27	OWBC	Holocaust Memorial Day
29	St Peter's Church, Oadby	Licensing of the Minister

FEBRUARY

6	Senior Citizen's Action Group	Forum for Mayor's Charity (VASL) at Salvation Army
12	Zeph's Café	Zeph's 10 th Birthday
24	OWBC	Official Opening of the Oadby Funfair
28	MHA Aigburth – Residential & Dementia Care Home	Coffee Morning, Award Ceremony and Garden Tour

MARCH

4	Harborough District Council	Chairman's Civic Dinner
5	Rotary Club of Oadby	Annual Swimathon
6	Councillor Priti Joshi	Holi Festival of Light
12	Charnwood Borough Council	Mayor's Civic Service
16	OWBC/Commonwealth War Graves Commission	Aspen Tree Planting Donated to Wigston Cemetery (Queens Canopy Project)
18	Leicester City Council	Lord Mayor's Charity Dinner
20	Menphys	Presentation of the Queen's Platinum Jubilee Award
23	Blaby District Council	Chairman's Charity Bingo Evening

Events attended by the Deputy Mayor May 2022 – Present

MAY

15	Chairman, Leicestershire County Council	County Service for Leicestershire
21	Charnwood Borough Council	Mayor's Civic Service
29	Project Polska	Polish Heritage Day

JUNE

24 Active Together Leicestershire & Rutland School Games Summer Festival

JULY

4 Leicestershire Scouts Leicestershire Scout Council AGM
5 Leicester Grammar School Annual Celebration of Achievement
13 Cllr David Carter – Pride of the Borough (OWBC) East Midlands in Bloom

OCTOBER

1 Oadby & Wigston Hindu Community Navratri Garba Festival
14 Leicester Grammar School Foundation Day Service
23 Leicester City Council Lord Mayor's Civic Service
26 Asian Elders Club Asian Elders Club at St Paul's Church, Oadby

DECEMBER

8 Guinot, Wigston Official Store Opening

JANUARY

28 Lord Mayor – Leicester City Council Holocaust Memorial Day Event 2023

FEBRUARY

6 All Saints Primary School Wings of Peace Memorial Service

MARCH

12 The Sikh Welfare & Cultural Society International Women's Day Event
22 University of Leicester Official Opening of Literacy Leicester 2023

APRIL

1 Oadby & Wigston Muslim Association Interfaith/Multicultural Iftar

Agenda Item 11



Full Council	Tuesday, 18 April 2023	Matter for Information
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Report Title: **Auditor's Annual Report (2020/21 and 2021/22)**

Report Author(s): **Tracy Bingham (Strategic Director / Section 151 Officer)**

Purpose of Report:	To present the External Auditors Annual Report for 2020/21 and 2021/22.
Report Summary:	The Auditor's Annual Report details the auditors commentary on the Council's arrangements for securing economy, efficiency and effectiveness in its use of resources.
Recommendation(s):	That the Auditor's Annual Report for 2020/21 and 2021/22 (as set out at Appendix 1 to this report) is noted.
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	<p>Tracy Bingham (Strategic Director / Section 151 Officer) (0116) 257 2845 tracy.bingham@oadby-wigston.gov.uk</p> <p>Bev Bull (Head of Finance / Deputy Section 151 Officer) (0116) 257 2608 bev.bull@oadby-wigston.gov.uk</p> <p>Rashpal Sohal (Finance Manager) (0116) 257 2705 Rashpal.Sohal@Oadby-Wigston.gov.uk</p>
Strategic Objectives:	Our Council (SO1) Our Partners (SO5)
Vision and Values:	"Our Borough - The Place To Be" (Vision) Accountability (V1) Teamwork (V3)
Report Implications:-	
Legal:	There are no implications arising from this report.
Financial:	There are no implications arising from this report.
Corporate Risk Management:	<p>Decreasing Financial Resources / Increasing Financial Pressures (CR1) Key Supplier / Partnership Failure (CR2) Political Dynamics (CR3) Reputation Damage (CR4) Effective Utilisation of Assets / Buildings (CR5) Regulatory Governance (CR6) Failure to Respond to a Significant Incident (CR7) Organisational / Transformational Change (CR8) Economy / Regeneration (CR9) Increased Fraud (CR10) Cyber Threat / Security (CR11)</p>

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:	As the author, the report is satisfactory.
Monitoring Officer:	The report is satisfactory.
Consultees:	<ul style="list-style-type: none"> • Senior Leadership Team
Background Papers:	None.
Appendices:	1. Auditor's Annual Report (2020/21 and 2021/22)

1. Background

- 1.1 Each year, the Council is subject to an audit to ensure it has the appropriate arrangements in place to secure value for money for its residents.
- 1.2 Auditors are required to review the Council's position in respect of
- Financial sustainability;
 - Managing governance arrangements; and
 - Securing economy, efficiency and effectiveness in its use of resources.

2. Annual Auditor's Report 2020/21 and 2021/22

- 2.1 The outcome of the auditor's work is attached at **Appendix 1**. This report covers both financial years. The auditor delivered their report to Audit Committee in January 2023. It is presented to Full Council in line with best practice.
- 2.2 In 2020/21, there were significant weaknesses with financial planning which included the 2021/22 approved capital programme, approved in that year.
- 2.3 One key recommendation was made to remedy this weakness and the auditor has reported that the appropriate action was taken in 2021/22 to improve arrangements and mitigate the financial risks identified.
- 2.4 A further 11 improvement recommendations have been made in relation to the auditors findings.
- 2.5 A representative from Grant Thornton will be present at the meeting to take Council through their report.

Auditor's Annual Report Oadby and Wigston Borough Council

~ Page 18 ~

2020/21 and 2021/22

January 2023





We are required under Section 20(1)(c) of the Local Audit and Accountability Act 2014 to satisfy ourselves that the [type of body] has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources. The Code of Audit Practice issued by the National Audit Office (NAO) requires us to report to you our commentary relating to proper arrangements.

We report if significant matters have come to our attention. We are not required to consider, nor have we considered, whether all aspects of the [type of body]'s arrangements for securing economy, efficiency and effectiveness in its use of resources are operating effectively.



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The contents of this report relate only to those matters which came to our attention during the conduct of our normal audit procedures which are designed for the purpose of completing our work under the NAO Code and related guidance. Our audit is not designed to test all arrangements in respect of value for money. However, where, as part of our testing, we identify significant weaknesses, we will report these to you. In consequence, our work cannot be relied upon to disclose all irregularities, or to include all possible improvements in arrangements that a more extensive special examination might identify. We do not accept any responsibility for any loss occasioned to any third party acting, or refraining from acting on the basis of the content of this report, as this report was not prepared for, nor intended for, any other purpose.

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Executive summary



Value for money arrangements

Under the National Audit Office (NAO) Code of Audit Practice ('the Code'), we are required to consider whether the Council has put in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources.




Auditors are required to report their commentary on the Council's arrangements under specified criteria. 2020/21 is the first year that we are reporting our findings in this way. The NAO have issued guidance to auditors which states that a commentary covering more than one financial year can be issued where it is more efficient and effective to do so. We have decided to report a combined commentary on the Council's arrangements for 2020/21 and 2021/22 because of:

- the delays in the completion of the 2020/21 audit of the financial statements; and
- the Council's implementation of improvements during 2021/22 that impact on our value for money assessment.

As part of our work, we considered whether there were any risks of significant weakness in the Council's arrangements for securing economy, efficiency and effectiveness in its use of resources. Our conclusions are summarised in the table below.

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Criteria	Planning risk assessment	2020/21 Auditor Judgment	2021/22 Auditor Judgment	Direction of travel
Financial sustainability	Risk identified for both 2020/21 and 2021/22 because of weaknesses in the Council's financial planning and savings plans.	Significant weakness in financial planning arrangements identified. We have made one key recommendation covering financial sustainability and governance which was addressed by the Council in 2021/22 (see Appendix B for an explanation of the types of recommendations we can make).	The Council addressed the significant weakness, but three improvement recommendations made (see Appendix B for an explanation of the types of recommendations we can make).	↑
Governance	No risks of significant weakness identified.	Significant weakness in financial planning arrangements identified. We have made one key recommendation covering governance and financial sustainability which was addressed by the Council in 2021/22 (see Appendix B for an explanation of the types of recommendations we can make).	The Council addressed the significant weakness, but six improvement recommendations made (see Appendix B for an explanation of the types of recommendations we can make).	↑
Improving economy, efficiency and effectiveness	No risks of significant weakness identified.	No significant weaknesses in arrangements identified, but two improvement recommendations made (see appendix B for an explanation of the types of recommendations we can make).	No significant weaknesses in arrangements identified, but two improvement recommendations made (see Appendix B for an explanation of the types of recommendations we can make).	↑

	No significant weaknesses in arrangements identified or improvement recommendation made.
	No significant weaknesses in arrangements identified, but improvement recommendations made.
	Significant weaknesses in arrangements identified.

Executive summary

Financial sustainability

Key Recommendation

There were significant weaknesses with financial planning in 2020/21, including the 2021/22 capital programme approved within the budget. We have made one key recommendation on Page 7. We are satisfied that appropriate action was taken in 2021/22 following the Local Government Association's (LGA) Financial Health-check which addressed the significant weakness. Much of this improvement has been driven by the appointment of a permanent section 151 officer and continued investment in the finance team. This enabled the Council to re-build the foundations for good budgeting. Further improvements are being made in 2022/23 in the lead up to the 2023/24 budget with a more granular line by line review being undertaken and the development of a more comprehensive Medium Term Financial Plan (MTFP). The Council will need to ensure that the improved arrangements become embedded.

Summary and Improvement Recommendations

Action was also taken in both 2020/21 and 2021/22 to close the overall financial gap, but there is a continuing dependence on reserves to close the financial gap. Although the authority implemented some savings actions in 2021/22 there was no authority wide co-ordinated savings plan in place. A 'Sustainability Plan' is included in the latest version of the MTFP. We have noted a review of waste collection services is in progress and a programme of service reviews is being developed but the Council will need clear direction and drive around the identification and delivery of savings, including learning from the past and ensuring there is effective delivery, monitoring and review, to ensure its objectives are met.

It is also important to note that in terms of responsibilities for identifying and delivering savings CIPFA's Financial Management Code (the FM Code) notes (page 17) that It is for the leadership team to ensure that the authority's governance arrangements and style of financial management promote financial sustainability and that good financial management is the responsibility of the whole leadership including the relevant elected members. It is the responsibility of the senior officers within the management team to enact this. The FM Code follows the practice of the CIPFA Statement of the Role of the Chief Financial Officer in Local Government in referring to this collective group of elected member and officers with this collective financial responsibility as the leadership team. In local authorities, therefore, the concept of the 'leadership team' will include executive committees, portfolio holders with delegated powers and other key committees of the authority and senior officers.

The 2021/22 budget and MTFP did not include all relevant costs and did not distinguish between core statutory services and discretionary services. The budget process improved for the 2022/23 budget with all relevant costs were included. There was not, however, a clear distinction between core statutory services and discretionary services. As noted above the Council is currently undertaking a line by line review of the budget and making this distinction would potentially aid in future decision-making processes.

Workforce, capital and investment planning have all developed over the last two years. The specific significant weakness with the 2021/22 capital programme approved with the budget was addressed by re-appraising the capital programme in September 2021. Although there was some evidence of risks being included in financial plans, this was not well developed in the 2021/22 or 2022/23 budget reports. The latest version of the MTFP includes a more detailed analysis of risks but the Council needs to continue to build and refine its approach to risk.

We have made the following three improvement recommendations:

- Ensure that risk based financial plans are developed and implemented to close the funding gap that are not dependent on the use of reserves.
- Delivering the recently agreed Sustainability Plan will need clear direction and drive. Progress should be reported through the Policy, Finance and Development (PFD) Committee and clearly show the identification, monitoring and delivery of savings.
- Consider distinguishing between core service and discretionary service costs in financial plans.

Executive summary

Governance

Key Recommendation

As reflected within the Financial Sustainability summary on page 4 there were significant weaknesses with the 2021/22 budget setting process (approved in February 2021) which are reflected in the key recommendation on Page 8. We are satisfied that improvements were made to the 2022/23 budget setting process (approved February 2022) to address the significant weakness. The Council will need to continue to build upon these improvements in future budgets such as consideration of trends or risk and sensitivity analysis in budget reports.

Summary and Improvement Recommendations

Overall we are satisfied that:

- appropriate internal control were in place including arrangements to prevent and detect fraud and corruption.
- although the LGA Corporate Peer Challenge (CPC) identified weaknesses in decision making there was no evidence of any major decisions being made in 2020/21 or 2021/22 without sufficient relevant information. There was however evidence of delays in decision making.
- from our regular attendance at Audit Committee, we have concluded that it has continued to develop since its establishment in 2019. We noted, however, that the Audit Committee has not reviewed its effectiveness, and
- there were effective arrangements in place to monitor compliance with legislation and regulatory standards and to communicate to staff what behaviours are expected and not expected of them.

In respect of other governance areas we noted that the timeliness and extent of member engagement in the budget setting process improved for the 2022/23 budget. There was, however, no evidence of external stakeholder engagement in the process. Financial forecasting also fluctuated significantly in both 2020/21 and 2021/22, with large deficits forecast in year and a big swing to an underspend at year end. Lack of financial capacity and the impact of dealing with the Covid pandemic had an adverse impact on financial processes and systems. Improvements were made during 2021/22 and the section 151 officer is leading the further development of the finance team.

Currently non-financial performance is monitored by Service Delivery Committee (SDC) and financial performance by Policy, Finance and Development Committee (PFDC). We found that non-financial information was not included in the financial monitoring reports in 2020/21 but that reports gave more details on variances in 2021/22. Forecasts were included for each service area and there was some consideration of non-financial factors, but service activity and workforce information was not included in the reports. Our view is that to best practice for integrated monitoring and decision-making is achieved when financial information is referenced back or considered alongside non-financial information. The Council's Senior Leadership Team should consider how this might best be achieved within the current governance arrangements i.e. whether that might be through report formats or roles of committees or other arrangements.

Risk management arrangements were reviewed and improved during 2020/21 and 2021/22. There is, however, scope to further improve the format and content of the Strategic Risk Register.

We have therefore made the following six improvement recommendations:

- Continue to develop the format of the Strategic Risk Register by identifying each risk against a primary corporate objective, better summarise the sources of assurance, and include graphical rather than narrative presentation on the direction of travel of the mitigated risk score.
- Ensure that there is greater transparency in the budget setting process of the consideration of trends and their impact on projected financial outturn, and of alternative proposals and scenarios.
- Engage with external stakeholders on options and considerations as part of the 2023/24 budget setting process.
- Improve the accuracy of in-year forecasting of the financial outturn to prevent unexpected significant swings in the forecast position during the year and particularly between the quarter 3 and quarter 4 reports.
- Include relevant service activity and workforce information in the quarterly budget monitoring reports.
- The Audit Committee reviews its effectiveness against CIPFA's best practice guidance.

Executive summary

Improving economy, efficiency and effectiveness

Summary and Improvement Recommendations

Overall we identified that:

- Performance reporting was in place in both 2020/21 and 2021/22. The volume of indicators reported on has been reduced for 2022/23.
- There was limited evidence of benchmarking performance with other local authorities.
- There was a clear focus on customer service and the authority is moving forward with its performance improvement agenda.
- Much of the partnering activity in 2020/21 was inevitably focused on responding to the Covid pandemic. Partnering activities continued to develop in 2021/22 and there has been effective stakeholder engagement.
- Appropriate arrangements are in place to manage procurement and assess expected benefits.
- Arrangements to monitor, control and report on capital project costs are in place but could be improved. The capital programme outturn statements for both 2020/21 and 2021/22 included schemes where spending was incurred but there was no budget. i.e. within the Q4 monitoring reports there was the Heating Ventilation Insulation project within the HRA (£29.8k) and within the General fund the Oadby Pool Housing Project, Railway Corridor, Air Monitoring Equipment, Treescape Fund, Electric Charging Point, Home & Mobile Working and PARIS Upgrade (totalling £238k). All schemes should have an allocated budget to ensure that the overall anticipated cost and actual spend is reported.

On the basis of our work we have made the following two improvement recommendations:

- Periodically benchmark cost and performance indicators with other similar authorities (for example Nearest Neighbour Group) and investigate reasons for any areas where other authorities appear to be achieving better results. We have noted that the Council has also recognised this as a required action within its Annual Governance Statement (AGS).
- Ensure quarterly capital programme monitoring reports include the re-allocation of budgets to alternative schemes. All schemes incurring expenditure should have a budget.



Opinion on the financial statements for 2020/21 and 2021/22

2020/21

We have completed our audit of your financial statements and are planning to issue an unqualified audit opinion in early December, following the Audit Committee meeting on 23 November 2022. Our findings are set out in further detail on page 24.

2021/22

We are currently in the process of auditing the Council's draft financial statements for 2021/22. We intend to report our audit findings to the Audit Committee at the meeting on 4 January 2023.

Key recommendation

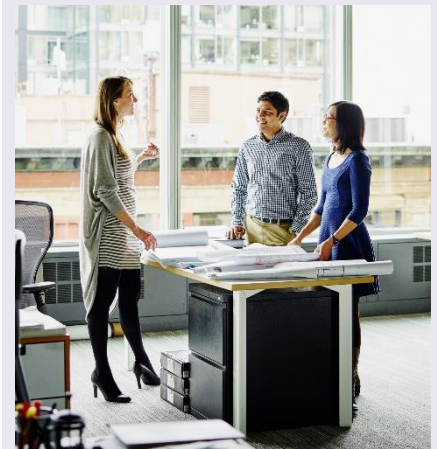


Why we are making this recommendation

It is a requirement of the Code of Audit Practice 2020 that where the auditor concludes that there is a significant weakness a key recommendation must be made. As auditors we are still required to still raise a recommendation regarding any significant weaknesses identified, even if we are satisfied that the weakness has since been addressed. We can reflect, however, the status of the recommendation in our commentary on arrangements.

This is the case at the Council for 2020/21 where we have identified a significant weakness in respect of financial planning arrangements when setting the 2021/22 budget in February and March 2021. We are satisfied that the Council made good progress during 2021/22 in responding to the significant weakness issues and has continued to make further progress in 2022/23.

The range of recommendations that external auditors can make is explained in Appendix B.



~ Page 24 ~

Audit year	2020/21
Key recommendation	<p>The Council must ensure that:</p> <ul style="list-style-type: none"> it has sufficient financial skills and capacity to deliver effective financial management and financial planning, and to support financial decision making its annual budget setting process is fit for purpose, is sufficiently detailed and includes appropriate engagement with internal and external stakeholders, and it has a comprehensive Medium Term Financial Strategy and Capital Strategy in place.
Auditor judgement	There were significant weaknesses in the Council's financial planning, capital programme and budget setting process in 2020/21.
Summary findings	<p>The Council faced a range of issues in 2020/21 which included key vacancies in the Finance Team. In the spring of 2021 at the Council's invitation the Local Government Association (LGA) carried out a financial health-check which found fundamental weaknesses in financial planning, budget setting and capital planning.</p> <p>Action was taken to improve arrangements and mitigate the financial risks identified in 2021/22.</p>
Management Comments	<p>The Council improved its arrangements in respect of financial skills and capacity during 2020/21 through several actions, including the appointment of a permanent Section 151 Officer. These are now embedded with the final appointment which includes the permanent Head of Finance and Deputy S151 Officer. The annual budget process for 2023/24 has been overhauled and now includes public consultation in addition to approaching statutory consultees. The Council now has an up-to-date Capital Strategy as part of its approach and will continue to do so as part of the annual budget cycle. A new MTFs was approved in September 2022.</p>

Securing economy, efficiency and effectiveness in the Council's use of resources

All district councils are responsible for putting in place proper arrangements to secure economy, efficiency and effectiveness from their resources. This includes taking properly informed decisions and managing key operational and financial risks so that they can deliver their objectives and safeguard public money. The Council's responsibilities are set out in Appendix A.

District councils report on their arrangements, and the effectiveness of these arrangements as part of their annual governance statement.

Under the Local Audit and Accountability Act 2014, we are required to be satisfied whether the council has made proper arrangements for securing economy, efficiency and effectiveness in its use of resources.

The National Audit Office's Auditor Guidance Note (AGN) 03, requires us to assess arrangements under three areas:



Financial Sustainability

Arrangements for ensuring the Council can continue to deliver services. This includes planning resources to ensure adequate finances and maintain sustainable levels of spending over the medium term (3-5 years).



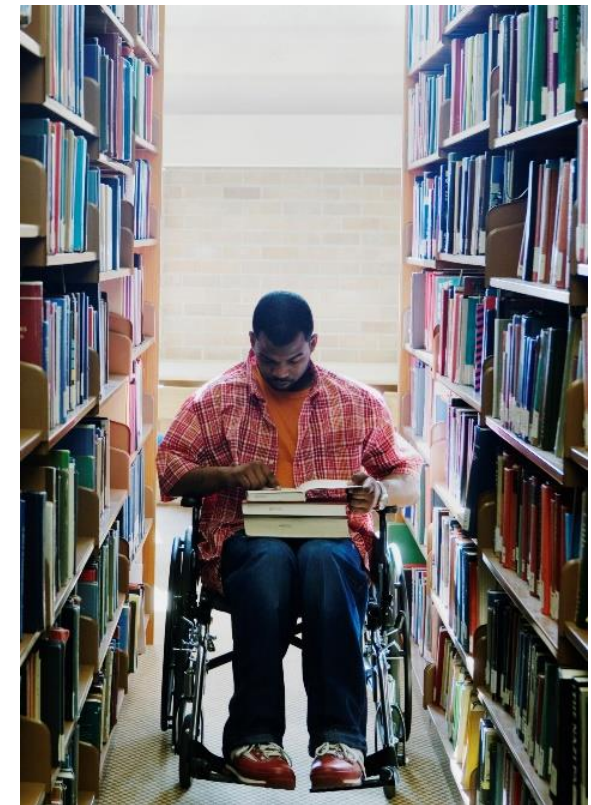
Governance

Arrangements for ensuring that the Council makes appropriate decisions in the right way. This includes arrangements for budget setting and management, risk management, and ensuring the Council makes decisions based on appropriate information.



Improving economy, efficiency and effectiveness

Arrangements for improving the way the Council delivers its services. This includes arrangements for understanding costs and delivering efficiencies and improving outcomes for service users.



Our commentary on Oadby and Wigston Borough Council's arrangements in each of these three areas, is set out on pages 9 to 23.

Financial sustainability



We considered how the Council:

- identifies all the significant financial pressures that are relevant to its short and medium-term plans and builds them into its plans
- plans to bridge its funding gaps and identify achievable savings
- plans its finances to support the sustainable delivery of services in accordance with strategic and statutory priorities
- ensures its financial plan is consistent with other plans such as workforce, capital, investment and other operational planning which may include working with other local public bodies as part of a wider system
- identifies and manages risk to financial resilience, such as unplanned changes in demand and assumptions underlying its plans.

1. How the Council ensures that it identifies all the significant financial pressures that are relevant to its short and medium-term plans and builds them into its plans

There were significant weaknesses with financial planning in 2020/21. Action was taken in 2021/22 following the Local Government Association's (LGA) Financial Health-check which addressed these weaknesses. Improvements continue to be made in 2022/23 including the development of a more comprehensive Medium Term Financial Plan (MTFP).

The 2021/22 budget and updated MTFP was approved by Full Council in February 2021. The budget report was a shorter version than in previous years and lacked detail and support. The budget and MTFP as approved had weaknesses that were summarised by the LGA in their Financial Health-check in July 2022. These included:

- a short time horizon, the MTFP only included a two-year period to 2022/23,
- no clear assumptions about local taxation growth over the medium term,
- Covid grants being included in baseline resourcing,
- the omission of the revenue impact of Capital Programme proposals despite the capital programme requiring £10.3m of borrowing,
- the omission of the revenue and capital costs of bringing the ICT service back in-house were not included in the budget and capital programme,
- the lack of a Capital Strategy, although this has been a CIPFA Prudential Code requirement since April 2019, and
- no formal statement from the section 151 officer on the robustness and sustainability of estimates in the budget.

Improvements were made to the 2022/23 budget setting process in response to the recommendations of the LGA Financial Health-check.

There was earlier engagement with Members in the financial planning process. The September 2021 PFD Committee considered a Draft Budget Initiatives 2022/23 report and a draft 2022/23 Budget and MTFP was presented to the December 2021 Full Council meeting. The 2022/23 Budget and MTFP was presented to the February 2022 Policy, Finance and Development (PFD) Committee and Full Council meetings.

The baseline budget was re-assessed, and the revenue implications of capital spending plans included. The final budget report included a Capital Strategy.

Further progress has been made with implementing the health-check recommendations since the approval of the 2022/23 budget.

In September 2022 a much more comprehensive MTFP for the period 2022 to 2027 was presented to the PFD Committee. This provides an analysis of the authority's financial context and outlook, its spending, and its reserves. It also includes a risk assessment and considers the impact of different potential scenarios.

The authority has comparatively low income from fees and charges compared to other district councils. The 2021/22 budget included the proposal to introduce charges for car parking. This was a contentious issue, despite the authority being one of the last to do this. The introduction of car parking charges was delayed, which resulted in a £109k shortfall in budgeted income for the year. Another key source of fees and charges income was the Selective Licensing scheme. The income budget for this was overstated which resulted in a shortfall against budget of £302k. The combined shortfall of £411k was 8.75 percent of the 2021/22 net revenue budget.

Since the agreement of the 2022/23 budget the authority has reviewed its income generation activity. Reports were considered by PFD in June and September 2022 and a new Corporate Charging Policy was approved. This includes proposals for a community lottery and events management.

OWBC also has a low level of reserves compared to both its nearest neighbour group and district councils generally. Despite this the Council's financial plans were dependent on using reserves to balance both the 2021/22 and 2022/23 financial positions.

The use of reserves was not as significant as planned in 2021/22 due to a budget underspend. The 2022/23 budget includes the planned application of £125k of earmarked reserves to balance the financial position. The budget report notes that although the level of reserves is above the minimum level set by the authority there is a need to look for alternative ways to close the budget gap in the medium term. This is clearly a priority for the authority as the MTFP approved with the 2022/23 budget included a £336k budget gap in 2023/24.

The authority needs to develop financial plans that are not dependent on the use of reserves to balance its financial position [Improvement Recommendation 1].

Financial sustainability

2. How the body plans to bridge its funding gaps and identifies achievable savings

Action was taken in both 2020/21 and 2021/22 to close the overall financial gap, but there was no authority wide co-ordinated savings plan.

The 2020/21 budget included an ambitious multi-year savings programme. This was the first time that the Authority had developed such a programme. It identified savings schemes forecast to deliver £736k in 2020/21 and cumulative savings totalling £1,384k over the five-year period to 2024/25.

The pressures generated by Covid and staff vacancies in Finance resulted in this programme stalling and it was not implemented. The Council is relatively small and the loss of key staff can impact upon delivery. However, in respect of building resilience and successful delivery of savings plans best practice shows that this cannot be the sole responsibility of a Finance team. Savings plans need to be developed corporately and 'owned' by service directors and directorates. Finance will have a key role in monitoring and reporting on savings delivery (and delivering those in its area of work) but successful delivery will require an integrated corporate response overseen by the Senior Leadership Team and Members.

The Selective Licensing scheme introduced in 2020/21 and the introduction of car parking charges in 2021/22 were not sufficient to close the budget gap and as noted, there was a planned use of reserves to balance the 2021/22 budget. Projections for 2022/23 included the further use of balances and relied heavily on budget re-basing and the release of provisions to balance the position. Further improvements are being made in 2022/23 in the lead up to the 2023/24 budget with a more granular line by line review being undertaken and the development of a more comprehensive Medium Term Financial Plan (MTFP). The Council will need to ensure that the improved arrangements become embedded.

Although there was no evidence of a co-ordinated savings plan for 2021/22 action was taken to address the authority's financial sustainability. The management restructure was implemented during the year, one aim of which was to improve cost efficiency. We would expect the Council to review the effectiveness of this in 2022/23 and will assess this in our next review. The authority also reviewed its Minimum Revenue Provision and changed it in December 2021. This reduced capital charges included in the revenue budget by £383k in 2021/22 and £403k for 2022/23. There was however a need to develop a savings programme to address medium term financial risk and reduce the call on reserves to balance annual budgets.

Although it was recognised in the 2022/23 draft budget report that a savings programme was needed there was no discussion in the final budget report about this. The draft 2022/23 budget report discussed 'Options for Closing the Gap' and outlined a potential savings programme, however this was not developed. The MTFP was extensively updated and in September 2022 and includes a 'Sustainability Plan'.

It is also important to note that in terms of responsibilities for identifying and delivering savings CIPFA's Financial Management Code (the FM Code) notes (page 17) that it is for the leadership team to ensure that the authority's governance arrangements and style of financial management promote financial sustainability and that good financial management is the responsibility of the whole leadership including the relevant elected members. It is the responsibility of the senior officers within the management team to enact this. The FM Code follows the practice of the CIPFA Statement of the Role of the Chief Financial Officer in Local Government in referring to this collective group of elected member and officers with this collective financial responsibility as the leadership team. In local authorities, therefore, the concept of the 'leadership team' will include executive committees, portfolio holders with delegated powers and other key committees of the authority and senior officers.

The authority needs to further develop this Sustainability Plan and ensure its delivery is tracked and reported on [Improvement Recommendation 2].

3. How the body plans finances to support the sustainable delivery of services in accordance with strategic and statutory priorities

There were significant weaknesses with the 2021/22 capital programme approved with the budget. The authority addressed these weaknesses by re-appraising the capital programme. A review of waste collection services is in progress and a programme of reviews is being developed.

The capital budget increased from £969k in 2020/21 to £12,229k in 2021/22. This was due to the inclusion of £10,215k of General Fund housing investment in the capital programme. There was no evidence that the financial context had been appropriately considered and the LGA Financial Health Check concluded that the 2021/22 capital programme and its funding was flawed and high risk.

The authority reviewed its capital programme in September 2021. Two high risk housing schemes (Oadby Pool site and Modular Homes) with a total estimated cost of £10.2million were removed from the programme, and three schemes were added (IT service transfer, new Council Offices and affordable homes) with a total estimated cost of £3.1million. The 2021/22 capital programme reduced from £12.2m to £5.1m. The reappraisal of the 2021/22 capital programme reduced the authority's risk exposure and was consistent with corporate strategic priorities. The 2022/23 capital programme was also consistent with corporate strategic priorities.

The need to review service delivery was identified in the 2021/22 budget report. The review of waste collection services started in 2021. It has resulted in some service changes and is still in progress with an anticipated completion in early 2023.

The 2022/23 Budget and MTFP did not include long term plans on service provision, however the Strategic Director of Transformation and Customer Services is currently developing a programme of service reviews.

Financial sustainability

The 2021/22 budget and MTFP did not include all relevant costs and did not distinguish between core statutory services and discretionary services. The budget process improved for the 2022/23 budget and all relevant costs were included. There was not however a clear distinction between core statutory services and discretionary services. Discussion with the section 151 officer indicated that there is an awareness of the distinction between core statutory services and discretionary services. The ending of pest control services in 2021 was an example of disinvestment in discretionary services.

The authority should consider distinguishing between core statutory services and discretionary services in its financial plans [Improvement Recommendation 3].

4. How the body ensures that its financial plan is consistent with other plans such as workforce, capital, investment, and other operational planning which may include working with other local public bodies as part of a wider system

Workforce, capital and investment planning have all developed over the last two years. Weaknesses in capital and investment planning in 2020/21 have been addressed.

The Council has a relatively small workforce and the recent management restructure included a re-basing of workforce posts and costs. We understand that following the LGA Corporate Peer Challenge (CPC) in January 2022 a vacancy management plan has been developed. The Council is still in the early stages of operating and embedding this.

The 2022/23 budget report included a summary of capital funding, and a capital strategy was included. There was no evidence of major capital investment being postponed or cancelled without a sound rationale.

The Treasury Management Strategy approved in 2020/21 was flawed as it did not include the investment costs of the capital programme. These weaknesses were addressed in 2021/22. The authority approved a revised and comprehensive Treasury Management Policy and Strategy in February 2022. The Budget report, considered at the same meeting as the Treasury Management Policy and Strategy, included a capital strategy.

5. How the body identifies and manages risks to financial resilience, e.g. unplanned changes in demand, including challenge of the assumptions underlying its plans

Although there was some evidence of risks being included in financial plans, this was not well developed in the 2021/22 or 2022/23 budget reports.

There was no evidence that uncertainty, volatility, and other financial risks were considered in developing the 2021/22 budget and MTFP. Although there was no explicit narrative on financial risks in the 2022/23 budget reports the issues raised related to this, for example risk and volatility due to the one-year financial settlement and lack of clarity about future funding streams.

The 2022/23 Budget and MTFP included a proposal to use capital receipt flexibility to fund transformation projects. The Budget report acknowledges that there are 'promising' projects and there is a need to focus on medium term resilience. However, it is noted that the one-year settlement and delays to the Fair Funding Review, Business Rates reset and New Homes Bonus increases uncertainty. There is no explicit narrative on scenario planning and risk mitigation. The recently updated MTFP includes an explicit consideration of financial risks and scenario planning.

Improvement recommendations



Financial sustainability

Improvement recommendation 1

Ensure that financial plans are developed and implemented to close the funding gap that are not dependent on the use of reserves.

Audit year

2020/21 and 2021/22

Why/impact

Both the 2021/22 budget, approved in February 2021 and the 2022/23 budget, approved in February 2022 are dependent on the use of reserves to balance the financial position. The authority has a low level of reserves compared to other district councils and is at risk of having an unsustainably low level of reserves, particularly as the MTFP approved with the 2022/23 budget indicated a £336k budget gap in 2023/24.

Management Comments

The Council has developed a Sustainability Plan and Programme as part of its Medium-Term Financial Strategy and approach to managing budget gaps and reducing the reliance on reserves. The Programme is currently being mobilised, with the first one-off savings planned in-year (2022/23) achieved and initiatives to achieve targets for additional income generation in 2023/24 approved.

Improvement recommendation 2

Progress with delivering the recently agreed Sustainability Plan which needs to be monitored and reported to the Policy, Finance and Development (PFD) Committee.

Audit year

2021/22

Why/impact

Although the authority implemented some savings actions in 2021/22 it did not have a clear savings programme in place. The revised MTFP approved in September 2022 includes a Sustainability Plan. This plan will need to be reviewed and developed as the financial outlook becomes clearer and PFD committee will need to oversee its delivery.

Management Comments

The Medium-Term Financial Strategy sets out the monitoring and reporting cycle for the achievement of savings within the Sustainability Plan and Programme. This cycle will commence in full, from the Q4/provisional outturn report in June 2023. Summary updates will be provided as the scheme continues to mobilise, in the Q3 Budget Monitoring report due in February 2023.



The range of recommendations that external auditors can make is explained in Appendix B

Improvement recommendations



Financial sustainability

Improvement recommendation 3

Consider distinguishing between core statutory services service and discretionary service costs in financial plans.

Audit year

2020/21 and 2021/22

Why/impact

Budget reports do not distinguish between core statutory services service costs and discretionary service costs. This means that it is difficult to identify which services which are mandatory and therefore have limited funding flexibility and those services where there is the potential for more funding flexibility.

Management Comments

Agreed – this will be implemented as part of the final 2023/24 budget presented to members for approval in February 2023.

~ Page 30 ~



The range of recommendations that external auditors can make is explained in Appendix B

Governance



We considered how the Council:

- assesses risk and gains assurance over the effective operation of internal controls, including arrangements to prevent and detect fraud
- approaches and carries out its annual budget setting process
- ensures effective processes and systems are in place to ensure budgetary control; communicate relevant, accurate and timely management information (including non-financial information); supports its statutory financial reporting; and ensures corrective action is taken where needed, including in relation to significant partnerships
- ensures it makes properly informed decisions, supported by appropriate evidence and allowing for challenge and transparency. This includes arrangements for effective challenge from those charged with governance (Audit Committee)
- monitors and ensures appropriate standards, such as meeting legislative/regulatory requirements and standards in terms of staff and board member behaviour (such as gifts and hospitality or declaration/conflicts of interests) and where it procures and commissions services.

1. How the body assesses risk and how the body gains assurance over the effective operation of internal controls, including arrangements to prevent and detect fraud.

Risk management arrangements were reviewed and improved during 2020/21 and 2021/22. Appropriate internal controls were in place including arrangements to prevent and detect fraud and corruption.

Strategic and operational risk registers were in place during 2020/21 and the Strategic Risk Register was monitored by Senior Leadership Team (SLT). However, weaknesses in risk management were recognised, particularly the lack of visibility of corporate risks at Member level. Action was taken during 2020/21 and improvements were implemented in 2021/22.

At its July 2021 meeting, the Audit Committee approved the Council's Opportunity Risk Management Policy and received, for the first time, the Operational and Strategic Risk Registers for consideration.

From July 2021 both the quarterly corporate and strategic risk registers were presented to the Audit Committee. The new arrangements included reporting risks to Members, focusing on key corporate risks. In April 2022 the Council established a cross organisational Risk Management Group and from July 2022 it was agreed that only the strategic risk register would be presented to Audit Committee with the Operational Risk Registers remaining under quarterly review by officers and any risks with a risk rating of 10 or above being escalated to the Senior Leadership Team for consideration and inclusion on the strategic risk register as necessary. This is not inconsistent with other Councils.

From our review of the register we have noted that:

- each risk is RAG (Red, Amber, Green) rated based on its inherent and mitigated risk score, and
- all risks are allocated to named senior officers.

However, we believe it can be developed further [Improvement Recommendation 4]:

- strategic risks could be aligned to a primary objective rather than documented as "all objectives",
- existing controls are summarised, but sources of assurance are not clearly set out,
- a short update commentary is provided for each risk, but this could be improved by graphically representing the direction of travel of the mitigated risk score in the Appendix or summary report.

An adequate and effective internal audit function was in place throughout 2020/21 and 2021/22 and there was no evidence of pervasive and significant weaknesses in internal controls. In both years the Head of Internal Audit gave "significant assurance" that there was a generally sound system of internal control designed to meet the authority's objectives, and that controls were generally being applied consistently.

Arrangements were in place to prevent and detect fraud. The authority has a clear anti-fraud and corruption policy in place dating from 2014 which is regularly reviewed.

2. How the body approaches and carries out its annual budget setting process

There were significant weaknesses with the 2021/22 budget setting process (approved in February 2021), but improvements were made to the 2022/23 process (approved February 2022).

Financial plans were reviewed and approved by the Senior Leadership Team for both the 2021/22 and 2022/23 budgets. There were however capacity issues in the Finance Team for both year's budget processes. These issues have now largely been addressed.

The 2021/22 and 2022/23 budget setting processes did not include consideration of trends including analysis and extrapolation and their impact on the projected final out-turn or show that forecasts were subject to risk and sensitivity analysis.

Following feedback from the LGA financial health-check improvements were made to the budget setting process. This included consideration of budget initiatives in September 2021 and a draft budget in December 2021 by members before approval of the final budget in February 2022. There was however no consideration of trends or risk and sensitivity analysis in these reports.

The authority's budget setting process needs greater transparency of the consideration of trends and their impact on projected financial outturn, and of alternative proposals and scenarios [Improvement Recommendation 5].

Governance

The timeliness and extent of member engagement in the budget setting process also improved for the 2022/23 budget. There was however no evidence of external stakeholder engagement in the process.

The authority needs to engage with external and well as internal stakeholders as part of its budget setting process [Improvement Recommendation 6]

The section 151 officer noted positive developments in the financial culture including a "Dragon's Den" for income generation schemes as part of 2022/23 budget development. This engaged mid-tier managers who were very positive and keen to engage on financial issues. The LGA Corporate Peer Challenge (CPC) noted the high level of awareness of the authority's financial challenges from both members and officers. In their report they said:

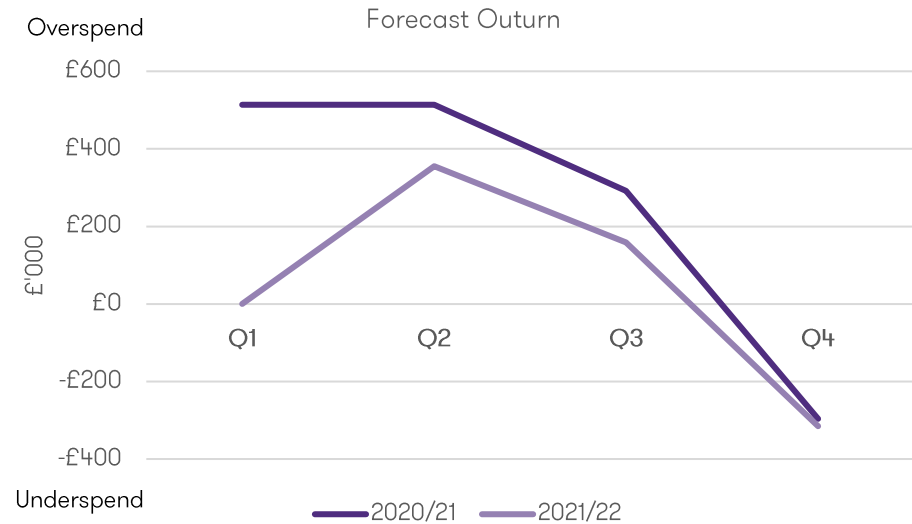
"Members and officers recognise that difficult financial decisions may need making at any time and it was made absolutely clear to the peer team that nothing is off limits. Staff are encouraged as part of this to put forward ideas that could for example generate income, save money and make services more efficient. These ideas will not only enhance the council's budget but help ensure everyone at the council owns it."

3. How the body ensures processes and systems are in place to ensure budgetary control; to communicate relevant, accurate and timely management information (including non-financial information where appropriate); supports its statutory financial reporting requirements; and ensures corrective action is taken where needed, including in relation to significant partnerships

Lack of financial capacity and the impact of dealing with the Covid pandemic had an adverse impact on financial processes and systems. Improvements were made during 2021/22 and the section 151 officer is leading the further development of the finance team.

Budget monitoring and delivery in 2020/21 was challenging as it was an unusual year due to the impact of Covid and the associated funding. The Finance Team was also carrying vacancies. Three financial monitoring reports were presented to PFD Committee (Q1, Q3 and Q4). Q1 and Q3 reports forecast net overspends after Covid funding (Q1 £514k and Q3 £292k). Q4 (outturn) reported a net underspend on £296k. There was a movement of £588k between Q3 and Q4. This was due in part to Covid funding (£310k) but included unexpected service underspends of £278k.

The forecast financial outturn again fluctuated significantly during the 2021/22. Four financial monitoring reports were presented to PFD Committee, initially forecasting breakeven, then an overspend and finally a £315k underspend. The overspend was anticipated due to an over optimistic car park income budget and an overstatement of the selective licensing income budget. The final underspend was in part due to the release of £386k Covid provision. There was, however, an unanticipated swing of £474k in the forecast outturn between Q3 and Q4.



The chart indicates that the forecasting of outturn was inaccurate in both 2020/21 and 2021/22.

The authority needs to improve the accuracy of in-year forecasting of the financial outturn [Improvement Recommendation 7].

Non-financial information was not included in the financial monitoring reports in 2020/21. The explanation of budget variances included in the reports was high level and did not provide a drill down to which services had the most significant budget variances. Reports gave more details on variances in 2021/22. Forecasts were included for each service area and there was some consideration of non-financial factors, such as increases in planning application and homelessness activity, vacancies, and agency costs.

The authority should include relevant service activity and workforce information in the quarterly budget monitoring reports [Improvement Recommendation 8].

There was insufficient reporting on treasury management activity to PFD Committee during 2020/21. In 2021/22 reporting improved and was sufficient. Three treasury management reports were presented to PFD covering 2020/21 full year activity, 2021/22 mid-year update and 2022/23 treasury management policies and strategy.

There were significant delays in the production of the 2020/21 accounts. There has been an improvement in the timeliness and accuracy of supporting working papers for the 2021/22 accounts, and the audit is expected to be substantially complete by the end of November 2022.

Governance

There was a lack of financial capacity in 2020/21. The financial health-check noted that long-standing senior officers had left the authority and that there were challenging issues to deal with, including the Covid pandemic, budgeting and capital programming, and the closure of the accounts. The LGA CPC noted that the authority was addressing its financial capacity issues and further progress has been made since they issued their report. Most notably the appointment of the new section 151 officer and the building of a Finance Team with a clear vision. Good progress continues to be made but the team is not yet fully up to strength as the Deputy section 151 officer has not yet started.

4. How the body ensures it makes properly informed decisions, supported by appropriate evidence and allowing for challenge and transparency. This includes arrangements for effective challenge from those charged with governance (the Audit Committee).

Although the LGA CPC identified weaknesses in decision making there was no evidence of any major decisions being made in 2020/21 or 2021/22 without sufficient relevant information. There was however evidence of delays in decision making.

The authority is relatively small and has adopted the Committee and Council governance model. The LGA CPC concluded that officers and members need to work more effectively together. They noted that:

“...there is a lack of clarity between members and officers about who makes what decisions, including no clear distinction between political/strategic decisions made by members, operational decisions made by officers, and who accordingly communicates and actions each decision.”

One of the most significant decisions impacting on service users was the introduction of car parking charges. Although proposed as part of 2021/22 budget setting in February 2021, the decision was delayed until later in 2021 and was not implemented until January 2022. Consideration was taken of service users’ feedback. There was a public consultation exercise and representations from the public were considered by PFD Committee in June 2021.

There is evidence of an appropriate ‘tone from the top’ in respect of decision making. The LGA CPC report also noted that:

“The council’s Senior Leadership Team, especially the Chief Executive, understands, is accessible and responds to the needs of council staff. The peer team heard this throughout its visit, it is much appreciated by officers and forms a supportive basis on which the council is delivering its services. Examples include increasing staff resources where services require them, and staff able to approach senior managers.”

The Audit Committee was established in September 2019 and took over the role of those charged with governance from the PFD committee. We noted in our 2019/20 Annual Audit Letter that the Committee was developing well and challenging the reports presented to them. From our regular attendance at Audit Committee, we can conclude that it has continued to develop. We have noted however that the Audit Committee has not yet reviewed its own effectiveness.

The Audit Committee should review its effectiveness against CIPFA’s best practice guidance [**Improvement Recommendation 9**].

5. How the body monitors and ensures appropriate standards, such as meeting legislative/regulatory requirements and standards in terms of officer or member behaviour (such as gifts and hospitality or declarations/conflicts of interests), and for example where it procures or commissions services.

There were effective arrangements in place to monitor compliance with legislation and regulatory standards and to communicate to staff what behaviours are expected and not expected of them.

The authority's constitution includes Codes of Conduct for Members and Officers and the LGA CPC report commented on the positive culture at the authority. The Monitoring Officer reports quarterly to PFD Committee on a range of ethical and regulatory indicators.

There was no evidence of significant non-compliance with the Constitution during 2020/21 or 2021/22 or of any legislative or regulatory breaches leading to investigations. There were departures from regulations and professional standards as follows:

- the CIPFA Financial Management Code was not fully adopted. A self-assessment was completed and reported to Senior Leadership Team in July 2022
- the Prudential Code was not fully complied with in 2020/21, but was in 2021/22
- there was no section 25 statement from the s151 officer in the 2021/22 budget report, but this was included in the 2022/23 budget report.

A gifts and hospitality policy and register was in place and there were clear declaration of interest requirements on all committee meeting agendas.

Improvement recommendations



Governance

Improvement recommendation 4

Improve the format of the Strategic Risk Register by identifying each risk against a primary corporate objective, summarise the sources of assurance and include a graphical representation the direction of travel of the mitigated risk score.

Audit year

2020/21 and 2021/22

Why/impact

This will help improve the linkage with the corporate plan and ensure that members of the Audit Committee are aware of both how assurance is obtained and what is happening to each risk over time.

Management Comments

These improvements will be reviewed and incorporated into our risk management policy and approach.

Improvement recommendation 5

Ensure that there is greater transparency in the budget setting process of the consideration of trends and risks and their impact on projected financial outturn, and of alternative proposals and scenarios.

Audit year

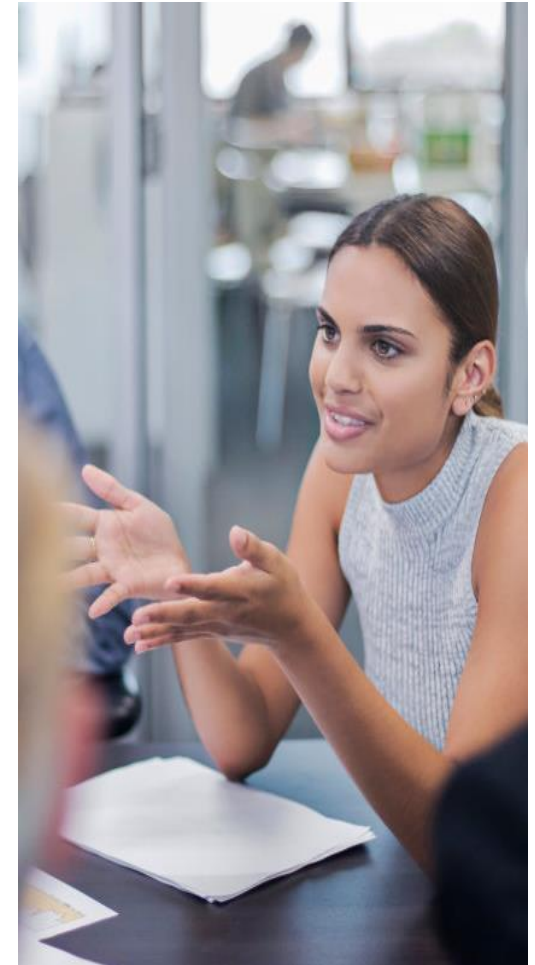
2020/21 and 2021/22

Why/impact

There is a high level of volatility and financial uncertainty in the economic environment. The Council needs to demonstrate that it has taken into account relevant factors when developing and approving its budget

Management Comments

The 2023/24 budget process has provided for enhanced transparency through engagement with members on the principles for setting the budget, discussion on early proposals and presentation of a draft budget that will now be used for consultation with the public and local businesses and other stakeholders. Additionally, the development of the budget to date has included the presentation of alternative proposals in key areas and a scenario analysis of the key financial risks. This new approach will be developed further to ensure there is demonstrable consideration of all relevant factors.



The range of recommendations that external auditors can make is explained in Appendix B

Improvement recommendations



Governance

Improvement recommendation 6

Engage with external stakeholders on options and considerations as part of the 2023/24 budget setting process.

Audit year

2020/21 and 2021/22

Why/impact

The Council needs to ensure that it takes into account residents and local taxpayers views when considering its budget options.

Management Comments

The 2023/24 budget process includes public and relevant stakeholder consultation on the draft budget and core proposals.

Improvement recommendation 7

Improve the accuracy of in-year forecasting of the financial outturn to prevent unexpected significant swings in the forecast position during the year and particularly between the quarter 3 and quarter 4 reports.

Audit year

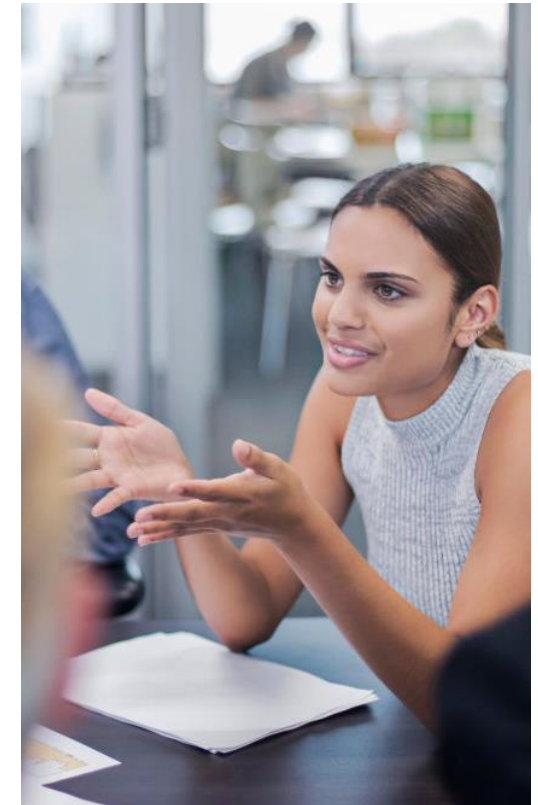
2020/21 and 2021/22

Why/impact

Members and senior management need a clear line of sight on the likely financial outturn so that appropriate plans can be made to deal with emerging issues. It is important that forecasts can be trusted to be reasonably accurate when they are presented.

Management Comments

Working with budget holders, finance will facilitate a more thorough review of forecast outturn at Quarter3. This will include the identification and inclusion into forecasts, values for the supplementary grant funding (such as New Burdens funding) that is typically paid by central government at the end of the year.



The range of recommendations that external auditors can make is explained in Appendix B

Improvement recommendations



Governance

Improvement recommendation 8

Incorporate relevant service activity and workforce information in the quarterly budget monitoring reports.

Audit year

2020/21 and 2021/22

Why/impact

Members need to be able to understand how spending patterns fluctuate with service activity and staffing. This is particularly relevant where there are significant budget variations, or budgets are being delivered by service levels are not achieved.

Management Comments

Due to the implications for the existing Committee structure and the separate committee functions in monitoring financial and non-financial performance, this recommendation will be reviewed and taken forward post May 2023 once a new administration has been elected.

Improvement recommendation 9

The Audit Committee reviews its effectiveness against CIPFA's best practice guidance (see CIPFA's Audit Committees: Practical Guidance For Local Authorities And Police (2022 edition)).

Audit year

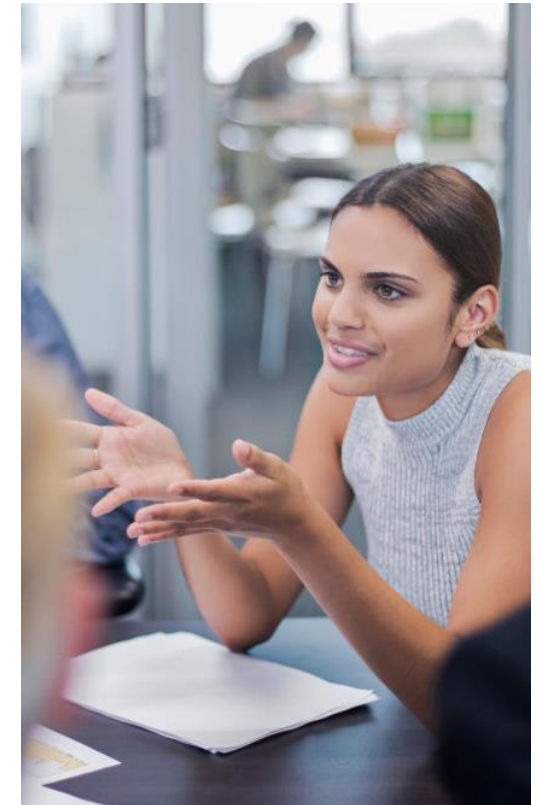
2020/21 and 2021/22

Why/impact

Audit Committee need to review themselves against best practice to ensure that they are discharging their governance responsibilities effectively.

Management Comments

Review of effectiveness to be undertaken with Audit Committee.



The range of recommendations that external auditors can make is explained in Appendix B

Improving economy, efficiency and effectiveness



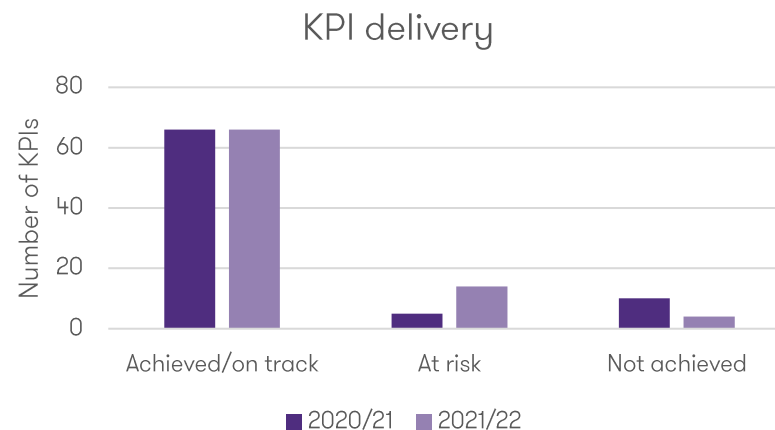
We considered how the Council:

- uses financial and performance information to assess performance to identify areas for improvement
- evaluates the services it provides to assess performance and identify areas for improvement
- ensures it delivers its role within significant partnerships and engages with stakeholders it has identified, in order to assess whether it is meeting its objectives
- where it commissions or procures services assesses whether it is realising the expected benefits.

1. How financial and performance information has been used to assess performance to identify areas for improvement

Performance reporting was in place in both 2020/21 and 2021/22. The volume of indicators reported on has been reduced for 2022/23. There was limited evidence of benchmarking performance with other local authorities.

Key performance indicators (KPIs) were reported to Service Delivery Committee on a quarterly basis in both 2020/21 and 2021/22. There was clear evidence that these reports were scrutinised and challenged by Members. In 2020/21 81 KPIs were reported on and at the year-end 10 were not achieved. In 2021/22 there were 84 KPIs reported on and at the year-end four were not achieved.



The chart indicates that overall performance was similar in each year with 66 KPIs achieved or on track and a reduction in not achieved KPIs in 2021/22.

The LGA CPC report noted that there were too many KPIs and that service teams were reviewing them to refine and reduced them. It was pointed out that Members needed to be involved in this process. The report stated that:

"A careful eye should be kept on the review process to ensure KPIs measure the right things; outcomes and the impact on the community should not be over-looked by applying too great a focus on operational process targets."

For 2022/23 44 continuous improvement indicators and 19 statutory indicators are being reported on.

Assurance arrangements over the accuracy of performance indicators have been put in place following an Internal Audit of performance management arrangements. Internal Audit gave "significant assurance" overall but noted that their sample testing indicated that there was insufficient supporting evidence for some KPIs. It was agreed that a rolling sample of five KPIs per quarter would be checked back to supporting evidence by the Customer Service and Transformation team.

Improving economy, efficiency and effectiveness

We found little evidence of the authority actively benchmarking its cost and performance with other similar authorities. A local customer service benchmarking exercise was carried out during 2020/21 as part of the Customer Service Excellence accreditation process. This was initiated by the Council and compared key attributes of customer service with the six other Leicestershire districts. Although the authority is engaged in a range of joint working arrangements with the other Leicestershire authorities there are no on-going benchmarking arrangements in place and the Council is not a member of any benchmarking groups.

We recognise that within its 2021/22 Annual Governance Statement actions (AGS8 on organisational approach to benchmarking) the Council recognises this as an improvement area and is aligned to our own recommendation that the **authority should periodically benchmark cost and performance indicators with other similar authorities** [Improvement Recommendation 10].

2. How the body evaluates the services it provides to assess performance and identify areas for improvement

There was a clear focus on customer service and the authority is moving forward with its performance improvement agenda.

There was no evidence of a failure to meet minimum service standards in core statutory services service areas. The authority has taken a focused approach to improving its customer service. It received a national Customer Excellence award in December 2020 and has maintained its accreditation.

A key issue has been the sufficiency of staffing with the appropriate skills to enable efficient service delivery. During 2020/21 and 2021/22 the authority recruited staff to key posts which strengthened its capacity to manage, although there continues to be resourcing pressure points. Efficiency improvements were also progressed in 2021/22 including the transfer of IT services in-house, the review waste collection services and starting the project to move the council offices.

There is some evidence of slow progress on implementing improvement recommendations. This is largely due to a lack of capacity, the impact of Covid and the loss of staff in key areas. It does not in our view indicate a failing in the responsiveness of the authority to improvement recommendations made by external reviewers. The LGA CPC report noted that:

"The council should also pick up pace on key areas outlined throughout this report, notably around delivering its communications strategy, business support and engagement."

3. How the body ensures it delivers its role within significant partnerships and engages with stakeholders it has identified, in order to assess whether it is meeting its objectives.

Much of the partnering activity in 2020/21 was inevitably focused on responding to the Covid pandemic. Partnering activities continued to develop in 2021/22 and there has been effective stakeholder engagement.

The authority is clear who its key partners are and there is evidence that partnering arrangements deliver meaningful action. Our discussions with the Chief Executive indicated that the authority is an active participant in partnering. This was confirmed by the LGA CPC report which noted that external partners are positive about working with the authority. Three examples of effective partnership working were quoted - the Lightbulb project, shared officers and the Leicestershire southern alliance.

Partnership working outcomes are fed-back to the relevant committee for Members to make strategic decisions. However, partnership arrangements are more typically for joint service provision, for example building control. Terms of reference for joint services are approved by Members.

Feedback from partners is positive and indicates that the authority is transparent, collaborative and open with significant partners about performance. The LGA CPC report noted that:

"External partners throughout the peer team's visit also spoke very positively about their work with OWBC, and the council's honest and open relationships with them, especially through the Leader and senior officers. Even when the council has different views to partners, council representatives remain professional and constructive. This enables the council to further its work with others, making the most of what each partner can offer to enhance the borough and ways of working."

However, the report also noted that local businesses, community groups and residents raised issues about poor communication and lack of capacity for working together. The CPC recommended the earlier involvement of the communications team in projects to improve engagement with external stakeholders. A revised Communications Strategy and Action Plan was approved by the Council in April 2022.

Improving economy, efficiency and effectiveness

4. Where the body commissions or procures services, how it assesses whether it is realising the expected benefits.

Appropriate arrangements are in place to manage procurement and assess expected benefits. Arrangements to monitor, control and report on capital project costs are in place but could be improved.

A procurement strategy was in place in 2020/21 and 2021/22 and there was no evidence of a failure to operate a fair procurement exercise for significant contracts. During 2020/21 the authority engaged Welland Procurement to provide support and skills in its procurement processes. Internal audit reported on their Contracts Register audit in the first quarter of 2020-21 and gave a "limited assurance" rating. However, by the end of 2020/21 Internal Audit's recommendations had been implemented.

The transfer of IT services inhouse delivered the expected benefits. These were to ensure that the authority has greater control of IT costs and more flexibility in developing its digital channel shift and agile working agendas. We have noted that at its meeting on 15 November 2022 the PFDC approved a supplementary budget estimate and exemption from council procurement rules to enter into a new contract with Capita for provision of its Academy system and an additional budgetary provision will be requested by officers as part of the 2023/24 budget. The Council will need to monitor the effectiveness of the strategy and we reflect this in our work on 2022/23.

Although there was slippage in the capital programme there was no evidence of a failure to manage projects effectively. The capital programme spend was £2,460k in 2020/21 and £3,451k in 2021/22. The 2021/22 programme had significant slippage as budgeted spend was £3,839k more than actual spend. Two schemes, the New Council Offices and Housing Development accounted for £2,166k (55 percent) of this slippage. The Housing Development Scheme had a £500k budget but nil spend.

We noted that the capital programme outturn statements for both 2020/21 and 2021/22 included schemes where spending was incurred but there was no budget.

All schemes should have an allocated budget to ensure that the overall anticipated cost and actual spend is reported [Improvement Recommendation 11].

Improvement recommendations



Improving economy, efficiency and effectiveness

Improvement recommendation 10

Periodically benchmark cost and performance indicators with other similar authorities (for example Nearest Neighbour Group) and investigate reasons for any areas where other authorities appear to be achieving better results.

Audit year

2020/21 and 2021/22

Why/impact

Although the authority has a low level of service expenditure overall, there are areas where it is not achieving the same level of cost efficiency as other similar authorities. The authority needs to ensure that it is learning from its peer group.

Management Comments

The Council has already identified a self-improvement action within its 2021/22 Annual Governance Statement on the benchmarking of service areas, which will be implemented by March 2023.

Improvement recommendation 11

Ensure quarterly capital programme monitoring reports include the re-allocation of budgets to alternative schemes. All schemes incurring expenditure should have a budget.

Audit year

2020/21 and 2021/22

Why/impact

Members need assurance that all capital projects are being monitored against realistic and achievable annual budgets.

Management Comments

All alternative schemes in the current financial year (2022/23) have been approved via supplementary capital bids via the Policy, Finance and Development Committee and Full Council. This is a requirement of the Council's budget and policy framework and is now embedded into the financial management practices and approach.



The range of recommendations that external auditors can make is explained in Appendix B

Opinion on the financial statements



2020/21

Audit opinion on the financial statements

We are planning to give an unqualified opinion on the Council's financial statements in early December 2022 following the Audit Committee on 23 November 2022.

Other opinion/key findings

We are intending to issue unmodified opinions in respect of other information.

We are not intending to report any matters by exception

Audit Findings Report (AFR)

More detailed findings can be found in our AFR, which was published and reported to the Council's Audit Committee in September 2022.

Whole of Government Accounts

To support the audit of the Whole of Government Accounts (WGA), we are required to review and report on the WGA return prepared by the Council. This work includes performing specified procedures under group audit instructions issued by the National Audit Office.

The Council is below the threshold requiring audit procedures.

Preparation of the accounts

The Council provided draft accounts in line with the national deadline and provided a good set of working papers to support it.

Issues arising from the accounts:

The key issues were:

- The incorrect acreage used in the valuation of land at Flude's Lane, which resulted in a Prior Period Adjustment
- Discrepancies in the source data used the revaluation of assets in Other Land and Buildings
- Correction of balances in Debtors and Creditors relating to the collection fund
- Incorrect classification of Covid grants received that had been included in reserves rather than creditors.

Grant Thornton provides an independent opinion on whether the accounts are:

- True and fair
- Prepared in accordance with relevant accounting standards
- Prepared in accordance with relevant UK legislation



2021/22

We are currently in the process of auditing the Council's draft financial statements for 2021/22. We intend to report our audit findings to the Audit Committee at the meeting on 4 January 2023.

Appendices

Appendix A – Responsibilities of the Council

Public bodies spending taxpayers' money are accountable for their stewardship of the resources entrusted to them. They should account properly for their use of resources and manage themselves well so that the public can be confident.

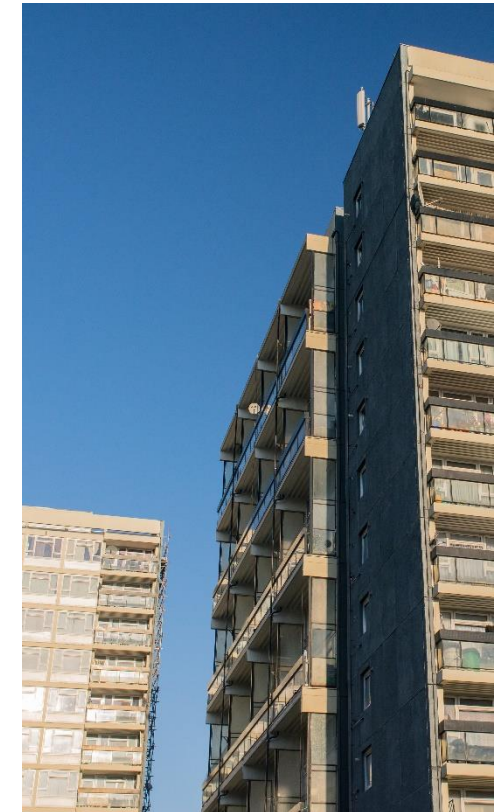
Financial statements are the main way in which local public bodies account for how they use their resources. Local public bodies are required to prepare and publish financial statements setting out their financial performance for the year. To do this, bodies need to maintain proper accounting records and ensure they have effective systems of internal control.

All local public bodies are responsible for putting in place proper arrangements to secure economy, efficiency and effectiveness from their resources. This includes taking properly informed decisions and managing key operational and financial risks so that they can deliver their objectives and safeguard public money. Local public bodies report on their arrangements, and the effectiveness with which the arrangements are operating, as part of their annual governance statement

The Strategic Director – S151 Officer is responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the Strategic Director – S151 Officer determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

The Strategic Director – S151 Officer is required to prepare the financial statements in accordance with proper practices as set out in the CIPFA/LASAAC code of practice on local authority accounting in the United Kingdom. In preparing the financial statements, the Strategic Director – S151 Officer is responsible for assessing the Council's ability to continue as a going concern and use the going concern basis of accounting unless there is an intention by government that the services provided by the Council will no longer be provided.

The Council is responsible for putting in place proper arrangements to secure economy, efficiency and effectiveness in its use of resources, to ensure proper stewardship and governance, and to review regularly the adequacy and effectiveness of these arrangements.



Appendix B – An explanatory note on recommendations

A range of different recommendations can be raised by the Council’s auditors as follows:

Type of recommendation	Background	Raised within this report	Page reference
Statutory	Written recommendations to the [type of body] under Section 24 (Schedule 7) of the Local Audit and Accountability Act 2014.	No	N/A
Key	The NAO Code of Audit Practice requires that where auditors identify significant weaknesses as part of their arrangements to secure value for money they should make recommendations setting out the actions that should be taken by the Council. We have defined these recommendations as ‘key recommendations’.	Yes	Page 7
Improvement	These recommendations, if implemented should improve the arrangements in place at the Council, but are not a result of identifying significant weaknesses in the Council’s arrangements.	Yes	<ul style="list-style-type: none"> Financial sustainability pages 12 and 13 Governance pages 17 to 19 Improving economy, effectiveness and efficiency page 23.

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Appendix C:

Use of formal auditor's powers

We bring the following matters to your attention:

Statutory recommendations

Under Schedule 7 of the Local Audit and Accountability Act 2014, auditors can make written recommendations to the audited body which need to be considered by the body and responded to publicly

We did not make a statutory recommendation.

Public interest report

Under Schedule 7 of the Local Audit and Accountability Act 2014, auditors have the power to make a report if they consider a matter is sufficiently important to be brought to the attention of the audited body or the public as a matter of urgency, including matters which may already be known to the public, but where it is in the public interest for the auditor to publish their independent view.

We did not issue a public interest report.

Application to the Court

Under Section 28 of the Local Audit and Accountability Act 2014, if auditors think that an item of account is contrary to law, they may apply to the court for a declaration to that effect.

We did not apply to the Court.

Advisory notice

Under Section 29 of the Local Audit and Accountability Act 2014, auditors may issue an advisory notice if the auditor thinks that the Council or an officer of the Council:

- is about to make or has made a decision which involves or would involve the Council incurring unlawful expenditure,
- is about to take or has begun to take a course of action which, if followed to its conclusion, would be unlawful and likely to cause a loss or deficiency, or
- is about to enter an item of account, the entry of which is unlawful.

We did not issue an advisory notice.

Judicial review

Under Section 31 of the Local Audit and Accountability Act 2014, auditors may make an application for judicial review of a decision of an Council, or of a failure by an Council to act, which it is reasonable to believe would have an effect on the accounts of that body.

We did not apply for judicial review.





Full Council	Tuesday, 18 April 2023	Matter for Information and Decision
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Report Title: **Scheme of Members' Allowances (2023/24)**

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

Purpose of Report:	To consider and adopt a Members' Allowance Scheme for the municipal year 2023/24.
Report Summary:	The report sets out the considerations and recommendations of the Independent Remuneration Panel (IRP).
Recommendation(s):	That Council adopts the Scheme of Members' Allowances for 2023/24 as recommended by the Independent Remuneration Panel (IRP) set out in paragraph 1 of the report (Appendix 1).
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	David Gill (Head of Law & Democracy / Monitoring Officer) (0116) 257 2626 david.gill@oadby-wigston.gov.uk
Strategic Objectives:	Our Council (SO1)
Vision and Values:	Accountability (V1)
Report Implications:-	
Legal:	The implications are as set out in the introduction to Appendix 1.
Financial:	There are no implications directly 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:	<ul style="list-style-type: none"> • The Local Authorities (Members' Allowances) (England)

	Regulations 2003
Appendices:	1. Report of the Independent Remuneration Panel and Proposed Scheme of Members' Allowances for 2023/24

1. Information

- 1.1 This report asks Council to consider and adopt a Members' Allowance Scheme for 2023/24 ("the Scheme") under the Local Authorities' (Members' Allowances) (England) Regulations 2003 ("the 2003 Regulations") based on the recommendations of the Independent Remuneration Panel (IRP).
- 1.2 The Council is required to have regard to the views of the IRP as expressed in their report each year before reaching a decision on what level of allowances is appropriate. A copy of the report of the IRP is attached at **Appendix 1** for consideration.

Members' Allowances Review
for
Oadby and Wigston Borough Council
Report of the
Independent Remuneration Panel

April 2023

1. SUMMARY OF RECOMMENDATIONS

The Panel makes the following **RECOMMENDATIONS**:

- 1.1 The Council approves that the basic allowance remains at a level of £4,750 per annum.
- 1.2 Special Responsibility Allowances (SRA) be agreed as set out in Column 2 of the Table below:

Table of Special Responsibility Allowance Payments

Special Responsibility	SRA (£)
Leader of the Council	10,000
Deputy Leader of the Council * halved where shared	2,500*
Leader of the Opposition Group # pro rata based on the total membership of groups where applicable	2,500#
Chairman of Policy, Finance & Development, Service Delivery, Development Control Committee, and Mayor	3,500
Committee Vice Chairman and Deputy Mayor	1,000
Chairman of Licensing & Regulatory Committee	2,500
Generic Task Group (pro rata if the Group disbands), Forum Chairman and any other committee (Audit, People etc.)	1,000

- 1.3 The Members' Allowance Scheme included at Schedule 1 to this report be adopted, to be effective for the period from 16 May 2023 to 13 May 2024.
- 1.4 The Guidance for Use of Delegated Power by the Chief Executive in respect of Members' Conferences, Seminars and Meetings, attached at Schedule 2 be adopted as part of the Scheme.

2. INTRODUCTION

- 2.1 The Local Authorities (Members' Allowances) (England) Regulations 2001, requires Local Authorities to establish and maintain an Independent Remuneration Panel (IRP). The Local Authorities (Members' Allowances) (England) Regulations 2003, placed additional responsibilities on the role of the Panel.
- 2.2 The purpose of the Panel is to make recommendations to the Authority about allowances to be paid to Elected Members. The Panel has a duty, each year, to advise the Authority on its scheme and the amounts to be paid. The Council must have regard to this advice.

3. MEMBERSHIP OF THE PANEL

3.1 The Panel comprises of the following individuals;-

Mr Laurie Faulkner - Retired Head of Business Development and Magistrate

Mr David Wood - Self Employed Local Resident

Mr John Whiting - Local Resident and retired Tax Inspector and Magistrate

4. PROCESS OF REVIEW

4.1 The Panel has addressed the requirements of the Regulations in drawing up the recommendations for the Council's 2023/24 scheme.

4.2 The Panel has previously assessed Members Allowances on the basis of the Council's current decision-making structure and a comparison with a cluster of similar authorities.

4.3 As in 2021 the Panel found it necessary in 2022 to identify a new cluster of authorities for comparison purposes after a number of the authorities that formed part of the previous 'comparison cluster' either ceased to exist following local authority reorganisation or adopted Cabinet structures so they are no longer directly comparable.

4.4 Inclusion within the cluster was based on three factors:

- a) The authority had a similar population to OWBC
- b) The authority had a similar number of councillors to OWBC; and
- c) The authority had a similar governance structure to OWBC.

4.5 The membership and allowance details of the cluster is set out below:

Authority	Population	Number of Councillors	Basic Allowance 21/22
Ardur District Council	64,500	29	£4,762
Maldon District Council	63,975	31	£5,363
Ribble Valley Borough Council	60,057	40	£3,818
Eden District Council	54,700	38	£3,972
North Warks Borough Council	65,000	35	£5,077
Melton Borough Council	51,800	27	£5,123
West Devon Borough Council	55,528	31	£4,660
Average excluding Oadby and Wigston	59,366	33	£4,682
Oadby and Wigston Borough Council	57,056	26	£4,750
OWBC/Average (excluding OWBC)	96%	79%	101%

- 4.6 Having reviewed the various Members Allowance Schemes, the Panel noted that there had been very little movement in the allowances paid save for those authorities that increased in line with the annual staff pay rise and therefore the Panel recommend that the Basic allowance remains at £4,750 which is mid-table for payments within the cluster.
- 4.7 In its 2021/22 report the Panel introduced a simplified scheme of Special Responsibility allowances which rationalised the number of SRA's at 4 and the Panel do not recommend any changes to that aspect of the scheme.
- 4.8 In its report last year, the panel said that in the longer term it intended to undertake a more detailed comparison of other SRAs across the cluster of similar authorities, including those for the Deputy Leader, Deputy Mayor, and vice chairman roles, in consultation with members. Some preparatory work has been undertaken on this project and it will be continued in 2023/24.
- 4.9 Given the concentration on identifying new authorities for the cluster it was not possible to undertake a meaningful comparison during 2022/23. The Members of the Panel are also alert to the fact that the elections in May 2023 may result in a change in the political balance and/or governance structures that may require further review in year (2023-24).

OADBY AND WIGSTON BOROUGH COUNCIL
SCHEME OF MEMBERS' ALLOWANCES – 2023/24

Oadby and Wigston Borough Council, in exercise of the powers conferred by the Local Authorities' (Members' Allowances) (England) Regulations 2003, hereby makes the following scheme:-

- 1.** This scheme may be cited as the Oadby and Wigston Borough Council Members' Allowances Scheme and shall have effect for the period from 16 May 2023 to 13 May 2024.
- 2.** In this scheme,
"Councillor" means a member of the Oadby and Wigston Borough Council who is a Councillor
"Year" means the period ending with 13 May 2024.
- 3. Basic Allowance**
 - 3.1 Subject to paragraph 6, a Basic Allowance of **£4,750** shall be paid to each Councillor.
 - 3.2 Members' allowances are not intended to compensate for loss of earnings, nor are they to recompense for the total number of hours Councillors spend on their duties, bearing in mind the voluntary element of service in fulfilling the role of a local Councillor, as recognised in government guidance. Councillors are not paid employees of the Council and their allowances should not be treated as salary.
- 4. Special Responsibility Allowances**
 - 4.1 A Special Responsibility Allowance shall be paid to those Councillors (in addition to the Basic Allowance) who hold the special responsibilities in relation to the Authority that are specified in Paragraph 12 of this Scheme.
 - 4.2 Subject to paragraph 6, the amount of each such allowance shall be the amount specified against that special responsibility in that Schedule.
 - 4.3 Councillors be permitted to claim no more than two Special Responsibility allowances. Where it appears to a Councillor that this policy has brought about an inequitable situation, that person may appeal to have the matter reviewed, to the independent Adjudication Panel (see paragraph 6 (7) post).
 - 4.4 The Chief Executive, in consultation with the Leader of the Council and having regard to the guidance provided at Schedule 2 below, be authorised to approve the attendance of Councillors at appropriate events where they would be representing the Council and to make payment of any other relevant travel and subsistence expenses covered by the Scheme for the relevant period of absence from home, providing that authority for attendance is given by the Chief Executive in advance of the event taking place.
- 5. Claiming of Allowances**

5.1 A Councillor may by notice in writing given to the Head of Law and Democracy claim any part of his or her entitlement to an allowance under this Scheme.

6. Part-Year Entitlements

6.1 The provisions of this paragraph shall have effect to regulate the entitlements of a Councillor to Basic and Special Responsibility Allowances where, in the course of the year, this Scheme is amended or that Councillor becomes, or ceases to be, a Councillor or accepts or relinquishes a Special Responsibility in respect of which a Special Responsibility Allowance is payable.

6.2 If an amendment to this Scheme changes the amount to which a Councillor is entitled by way of a Basic Allowance or a Special Responsibility Allowance, then in relation to each of the periods

a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect, or

b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year, the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this Scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of the days in the period bears to the number of days in the year.

6.3 Where the term of office of a Councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that Councillor to a Basic Allowance shall be to the payment to such part of the Basic Allowance as bears to the whole the same proportion as the number of days during which his or her term of office subsists bears to the number of days in that year.

6.4 Where this Scheme is amended as mentioned in sub-paragraph (2) above, and the term of office of a Councillor does not subsist throughout the period mentioned in subparagraph (2)(a) above, the entitlement of any such Councillor to a Basic Allowance shall be to the payment of such part of the Basic Allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days which his or her term of office as a Councillor subsists bears to the number of days in that period.

6.5 Where a Councillor has during part of, but not throughout, a year special responsibilities as entitle him or her to a Special Responsibility Allowance, that Councillor's entitlement shall be to the payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he or she has such special responsibilities bears to the number of days in that year.

6.6 Where this Scheme is amended as mentioned in sub-paragraph (2) above, and a Councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph (2)(a) of that paragraph any such special responsibilities as entitle him or her to a Special Responsibility Allowance, that Councillor's or Independent Person's entitlement shall be to the payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the

same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.

- 6.7 A meeting of an Adjudication Panel comprising the Chief Executive, a member of the Independent Remuneration Panel and a senior Councillor, be called to consider and decide upon any issue of uncertainty or ambiguity that might arise in interpretation of the Scheme.

7. Travelling and Subsistence Allowances

- 7.1 Councillors may claim Travelling and Subsistence Allowances in respect of the following categories of meetings, subject to them being held outside the Borough, at the rates prescribed in Schedule 2 to this Scheme.

- Conferences and meetings where attendance is authorised by the Council, a Committee or by the Chief Executive
- Outside Bodies to which the Councillor has been appointed by the Council, a Committee or by the Chief Executive

Note: Councillors may not claim Travelling and Subsistence Allowances in respect of any meetings held inside the Borough. Allowance for such expenses is reflected in the Basic Allowance.

8. Childcare and Dependant Carers' Allowance

- 8.1 Childcare and Dependent Carers' Allowances be paid for the actual receipted cost incurred to a Councillor, providing this does not exceed £10 per hour. The Allowances to cover attendance at any meeting of the Council for which the Councillor is a member or for attendance at any meeting of an outside body for which the Councillor is attending that meeting as a representative of the Council.

9. Claims

- 9.1 Claims for the payment of Travelling and Subsistence Allowances under this Scheme must be made on the official forms provided within two months of the date on which the meeting took place. These forms are available from Democratic Services.

10. Payments

- 10.1 Payments shall be made in respect of Basic and Special Responsibility Allowances, subject to paragraph 6(2), in instalments of one-twelfth of the amount specified in this Scheme direct into Councillor's bank/building society account on the 25th day of each month or as close thereto as is possible.
- 10.2 Where a payment of one-twelfth of the amount specified in this scheme in respect of Basic Allowance or a Special Responsibility Allowance would result in a Councillor receiving more than the amount to which, by virtue of paragraph 6, he or she is entitled, the payment shall be restricted to such amount as will ensure that no more is paid than the amount to which he or she is entitled.

11. Updating

- 11.1 This Scheme shall be updated on 04 May in line with the level of the Retail Price Index in any year when there is no independent review.

12. Special Responsibility Allowances

- 12.1 A Special Responsibility Allowance at the amount specified below may be paid per annum to those Councillors who have the special responsibilities in relation to the Council as specified below:-

Special Responsibility	SRA (£)
Leader of the Council	10,000
Deputy Leader of the Council * halved where shared	2,500*
Leader of the Opposition Group # pro rata based on the total membership of groups where applicable	2,500#
Chairman of Policy, Finance & Development, Service Delivery, Development Control Committee, and Mayor	3,500
Committee Vice Chairman and Deputy Mayor	1,000
Chairman of Licensing & Regulatory Committee	2,500
Generic Task Group (pro rata if the Group disbands), and Forum Chairman	1,000

Travelling and Subsistence Allowances

A. Travelling

1. Motor Car – 50.5p per mile regardless of engine size *
Motor Car Passengers - 3.0p per mile for the first passenger and 2.0p per mile for the second and subsequent passengers up to 4 (to whom a travelling allowance would otherwise be payable)
2. Motorcycle - 26p per mile
3. Bicycle - 10p per mile
4. Electric Vehicle – 5p per mile
5. Toll, ferry, and parking fees (including overnight garaging) – actual cost on production of a receipt.
6. Taxis - actual fare (plus reasonable gratuity) either in case of urgency or where no public transport is reasonably available.
7. Public Transport - second class or any available cheap day fare unless there are exceptional circumstances approved by the Chief Finance Officer for first class fare.

* Mileage rate for Council Officers.

B. Subsistence

1. Absence not involving absence overnight – up to the following limits on production of a receipt:
 - (a) Breakfast (leaving home before 7.30am) £6.50
 - (b) Lunch (absent between 12 noon and 2pm) £8.00
 - (c) Tea * (arriving home after 5.30pm) £6.00
 - (d) Evening Meal *(arriving home after 8.30pm) £12.00

* Only one of these may be claimed.
2. Absence overnight covering continuous period of 24 hours – reasonable cost of accommodation and meals on production of a receipt
3. Main meals on trains (i.e. breakfast, lunch or dinner) – reasonable cost (inc. VAT) on production of a receipt (in lieu of the subsistence allowance for the appropriate meal period)

GUIDANCE FOR USE OF DELEGATED POWERS BY CHIEF EXECUTIVE IN RESPECT
OF MEMBERS CONFERENCES/SEMINARS/MEETINGS

Introduction

1. Under the Scheme of Delegation, the Chief Executive has been granted delegated authority, in consultation with the Leader of the Council, to approve attendance by Members at conferences, seminars or meetings which have not previously been approved by the Council.
2. In exercising his/her delegation the Chief Executive must have regard to these guidelines.

Guidelines

3. The Chief Executive must ensure that there is sufficient budgetary provision taking into account:-
 - a) The financial provision required for the support and development needs of all Members for the financial year in question.
 - b) The cost and quality of the seminar/conference/meeting where applicable.
4. The Chief Executive must ensure that:-
 - a) The meeting/conference/seminar is relevant to the Member's role and responsibilities at the Council, (i.e. by virtue of membership of a Committee, Sub-Committee, Task Group, Panel or Outside Body) or, his/her position as Chairman or Vice-Chairman of a Committee, Sub-Committee, Task Group, Panel or Outside Body, OR
 - b) Attendance would be beneficial to the Council or non-attendance would be prejudicial to the Council or its standing in the wider community, OR
 - c) The conference/seminar/meeting provides necessary or relevant training or education to the Member in his/her capacity as a Borough Councillor.

Agenda Item 13



Full Council	Tuesday, 18 April 2023	Matter for Information and Decision
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Report Title: **Health and Safety Annual Report (2022/23)**

Report Author(s): **Zach Bradford (Safety & Resilience Officer)**

Purpose of Report:	The purpose of this report is to approve the Full Health and Safety Annual Report for 2022/23 and the revised Health and HS.00.P1 Health and Safety Policy and Statement.
Report Summary:	<p>The Full Health and Safety Annual Report (as set out at Appendix 1) is a summary of the Council's health and safety performance during period 2022 to 2023. It provides information on accidents, risks, key activities for the last fiscal year and proposals for the next fiscal year.</p> <p>The HS.00.P1 Health and Safety Policy and Statement (as set out at Appendix 2) has been updated with major modifications, this creates a framework for all service areas to function from rather than specific legislative references.</p>
Recommendation(s):	<p>A. That the Full Health and Safety Annual Report (2022/23) (as set out in Appendix 1) be approved; and</p> <p>B. That the HS.00.P1 Health and Safety Policy and Statement (April 2023) (as set out in Appendix 2) be approved.</p>
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	<p>Anne Court (Chief Executive / Head of Paid Services) (0116) 257 2602 anne.court1@oadby-wigston.gov.uk</p> <p>David Gill (Head of Law and Democracy / Monitoring Officer) (0116) 257 2626 david.gill@oadby-wigston.gov.uk</p> <p>Stuart Marbrook (Corporate Assets Manager) (0116) 257 2852 stuart.marbrook@oadby-wigston.gov.uk</p> <p>Zach Bradford (Safety & Resilience Officer) (0116) 257 2866 zach.bradford@oadby-wigston.gov.uk</p>
Strategic Objectives:	<p>Our Communities (SO2)</p> <p>Our Economy (SO3)</p> <p>Our Partners (SO5)</p>
Vision and Values:	<p>Accountability (V1)</p> <p>Respect (V2)</p> <p>Teamwork (V3)</p> <p>Innovation (V4)</p>
Report Implications:-	

Legal:	The implications are as set out at paragraph(es) [2] of this report.
Financial:	The implications are as set out at paragraph(es) [2] of this report.
Corporate Risk Management:	Key Supplier / Partnership Failure (CR2) Reputation Damage (CR4) Effective Utilisation of Assets / Buildings (CR5) Failure to Respond to a Significant Incident (CR7)
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:	The implications are as set out at paragraph(es) [2] of 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:	<ul style="list-style-type: none"> • Health and Safety at Work etc. Act 1974 • The Management of Health and Safety at Work Regulations 1999 • Managing for Health and Safety (HSG65)
Appendices:	<ol style="list-style-type: none"> 1. Full Health and Safety Annual Report (2022/23) 2. HS.00.P1 Health and Safety Policy and Statement

1. Background

- 1.1 Attached to this report at **Appendix 1** is the Council's Full Health and Safety Annual Report 2022 to 2023 which provides a summary of the Council's health and safety performance during the financial year April 2022 to March 2023.
- 1.2 As in previous years, the Full Health and Safety Annual Report (**Appendix 1**) is structured in a way as to reflect the Health and Safety Executive guidance. It summarises the Council's health and safety policies, procedures and activities which have taken place over the last financial year.
- 1.3 The HS.00.P1 Health and Safety Policy and Statement is also attached at **Appendix 2** for approval. There are significant changes to the policy from the one that was last agreed. The document will be re-signed when approved.

2. Information

- 2.1 Managing corporate risk is a key issue and legal requirement for all organisations in the public, private and voluntary sectors. Risks can take on many forms, and it is important that organisations have systems in place which manage those risks sensibly and to a reasonably practicable level at all times.

- 2.2 The management and practice of good health and safety should not be seen as a regulatory burden as it offers significant benefits such as;
- Improved productivity because Officers are happier, healthier, and more motivated;
 - Improved relationships with all stakeholders;
 - Lower Officer absences and turnover rates;
 - Reduced costs, which ensures resources can be better applied elsewhere;
 - Reduces the chances of legal action taken against the Council, which again ensures the resources that would be spent fighting against the legal action are applied in other more efficient and beneficial areas.
 - A better reputation among our customers, suppliers, partners, communities, and other stakeholders; and
 - A positive perception of the Council from the general Public;
- 2.3 It is difficult to calculate the potential cost of poor health and safety management and practice were the worst to happen. However, it is likely that the cost would be significant. There are also non-quantifiable costs, such as loss of reputation, and loss of stakeholders.
- 2.4 The Full Health and Safety Annual Report (**Appendix 1**) includes appropriate health and safety information, the Council's activities, and performance. This demonstrates to our stakeholders' the Council's commitment to effective health and safety risk management and performance monitoring, to support our desire to continuously improve.
- 2.5 The change to the Health and Safety Policy and Statement (**Appendix 2**) has been made to ensure that it acts as a framework for all Officers and Members to work from, rather than it referring to specific legislation in detail.

3. Objectives

3.1 Strategic Objectives

- 3.1.1 Our communities (SO2) – by ensuring the Council manages health and safety effectively through systematic processes such as risk assessment, this will ensure that the Council is consistently considering and controlling the risks presented to the general Public by our activities.
- 3.1.2 Our economy (SO3) – by managing health and safety sensibly and preventing accidents before they happen, the resources that would have been spent on fines or retrospective controls can be invested into other areas of the service.
- 3.1.3 Our partners (SO5) – Good health and safety management will ensure the partners that the Council engages with are confident that the Council will be able to manage and keep the Council's partners safe while working for the Council.

3.2 Visions and Values

- 3.2.1 Accountability (V1) – Proactive and positive safety management creates accountability at all levels. Every Officer, Member, Contractor or Visitor will be empowered to raise any safety related issues without fear of reprimand.
- 3.2.2 Respect (V2) – Health and safety compliance ensures that the Council is always acting with honesty and fairness and in line with the relevant legislation.
- 3.2.3 Teamwork (V3) – Good safety management requires teamwork and buy in from all.
- 3.2.4 Innovation (V4) – Always trying to improve will come with challenges and will require innovation from Officers to ensure sensible risk management is put into

practice.

3.3 Corporate Risk Management

- 3.3.1 Key Supplier / Partnership Failure (CR2) – If the Council was to have a poor safety record, it is possible that some current partners may be hesitant or even refuse to work with the Council. The reason for this is that it could be regarded as an extra risk, the stakeholders are not willing to take on.
- 3.3.2 Reputation Damage (CR4) – When a major accident or incident happens it is often widely reported in the news and if a breach is found or a fine is issued, these can be published on the HSE website. This would cause the Council unneeded reputational damage.
- 3.3.3 Effective Utilisation of Assets / Buildings (CR5) – If the Council were to become non-compliant in buildings or throughout its assets, then there is a risk that money spent becomes wasted.
- 3.3.4 Failure to Respond to a Significant Incident (CR7) – Failing to respond to a significant incident may lead to the Council being unable to defend itself in a claim.

4. Action Plan 2023/24

- 4.1 The Full Health and Safety Annual Report (**Appendix 1**) details the action plan for 2023 to 2024 along with the key risks. Below is a summary from that area of the report.
 - 4.1.1 The development and roll out of core training courses which will be available to the relevant staff. The exact name of the courses is to be decided but the content or subject will be the same, and they are as follows;
 - (a) Fire Awareness;
 - (b) Lone Working Awareness;
 - (c) Display Screen Equipment Awareness;
 - (d) Risk Assessment Awareness;
 - (e) COSHH Awareness; and
 - (f) Manual Handling Awareness
 - 4.1.2 A new process of carrying out accident investigations will be provided, along with training.
 - 4.1.3 Buildings will also be audited to ensure a good level of fire safety and general safety is being maintained.
 - 4.1.4 Promoting a proactive safety culture, a “Hazard Spot” reporting system will be developed.
 - 4.1.5 All accidents, near misses and incidents need to be reported to the Safety & Resilience Officer immediately after they happen. Continuous encouragement to all Officers.
 - 4.1.6 Roll out of a single Lone Worker system.



Oadby & Wigston
BOROUGH COUNCIL

FULL HEALTH AND SAFETY ANNUAL REPORT (2022/23)

1. Introduction and Overview

The Council recognises that the management of Health and Safety ranks equally with professional and service responsibilities.

The purpose of the Council's health and safety statement and policy is to provide a framework from which a safe and healthy working environment can be maintained.

This is achieved by continuously following, developing, and reviewing safe systems of work for Officers, the general Public, Visitors, Members and Contractors to follow.

Whilst legislation exists which places a statutory duty on the Council as an organisation to ensure the above is maintained, all Officers, Visitors, Members and Contractors, should recognise that they also have a legal duty to adhere to all policies that are in place to protect their health and safety.

This health and safety report brought to this Full Council covers the period from April 2022 to March 2023, this will be described in this Annual Report as the financial year 2022/23.

2. Corporate Governance

Elected Members of the Council shall ensure that suitable resources are made available. Whilst deploying the necessary strategic direction to implement the Council's health and safety responsibilities and monitor, via reports, the overall performance of the Council's health and safety management systems.

The Chief Executive Officer (CEO) will take overall responsibility for health & safety across the Council and lead in setting corporate policy and direction.

The Senior Leadership Team (SLT) are responsible for the management of risks at a strategic level.

The Heads of Service are accountable for ensuring the risks created by their service area's activities are managed. They particularly should ensure that risk assessments are being regularly carried out by those responsible for them.

The Managers, Team Leaders and other Supervisory Officers have day-to-day responsibility for managing the health and safety of the people under their control, this includes carrying out risk assessments and sharing them with the relevant people.

The Safety & Resilience Officer will be responsible for the distribution of information and advice for effective management on health and safety matters.

All Officers (Including those listed above)

Will;

- Take reasonable care for the health and safety of themselves and others who may be affected by what they do and do not do.
- Follow any training they have received and take part in any health and safety training offered.
- Not intentionally, or recklessly, interfere with or misuse anything that serves to protect safety, health, or welfare.
- Co-operate with the Council in matters related to health and safety.

- Report any injuries, ill health or near misses immediately.
- Always follow all safe systems of work.
- Raise any concerns they have with their direct line manager if they think the work or inadequate controls are putting anyone's health and safety at serious risk.

3. Statistical Information

Regulatory Interventions:

Asbestos Removal Visit

The Vehicle workshop at the Depot had an unannounced visit by a Health and Safety Executive (HSE) Inspector. This is because a Contractor was instructed to remove Asbestos to conduct remedial work on one of the doors that had become damaged. As a result, the Contractor was legally obliged to notify the HSE of this work due to the hazardous nature of Asbestos.

The Inspector found the work area was compliant, however they did note that the inspection pit could potentially have been a hazard for the Contractor if they were to fall from the Mobile Elevating Work Platform. This resulted in the Fleet Manager covering the pit with a vehicle and sending a Risk Assessment over to the Inspector, there was no further action needed after completing these tasks and the Inspector left satisfied.

Depot Access Road Contravention

There has been one notification of contravention from the HSE regarding the accident at the entrance to the access road, just off Wigston Road (The Depot). The actions required from this were as follows;

- Identification of all horizontal swing barriers under Oadby and Wigston Borough Councils control, which are operated in the same manner as the one in question.
- Completion of Risk Assessments on all the horizontal swing barriers that have been identified in the previous step.
- Ensuring all horizontal swing barriers under Oadby and Wigston's Control have a locking mechanism so that they can be secured in the open and closed position.
- Implementation of a Safe System of Work to ensure the safety of all swing barriers under our control.
- Review sites with similar multi-occupancy structures to ensure the Council are co-operating and co-ordinating with the other parties.

All the above actions have now been completed and the HSE are satisfied with the Council's response and no further action is required.

Unfortunately, because the Inspector found material breaches, this did result in a Fee for Intervention (FFI). This was calculated based upon the amount of time the Inspector had to spend identifying the breach, helping the Council put it right, investigating and taking enforcement action. It is likely that the other organisations who share a legal responsibility for the road also received an FFI. However, it is not possible to confirm this.

Fire Officer Visit

Finally, The Council received a visit to the Walter Charles Centre by a Fire Officer from Leicestershire Fire and Rescue, who carried out an inspection of fire safety. As a result, the Fire Officer found the Council to be 'broadly compliant' which means no breaches were found and a level of fire safety was evident. The advice which was given to the Council by the Fire Officer and which the Council will act on, is as follows;

- Carry out documented visual checks on fire extinguishers, escape routes and emergency lighting.
- Install a Fire Action Notice sign.
- Review and include fire safety provisions in the documentation for those hiring the Council's venues.
- All Officers should undertake Fire Awareness Refresher training annually.
- Emergency illumination should be provided to the external of the building and near to each exit.
- Remedy the failings of the Electrical Installation Condition Report (EICR) dated 2/11/2018, this is an inspection carried out by a competent electrical Contractor which details the current condition of the fixed electrical installations that are hard wired into the building.

No official response to the Fire Officer is required, and Leicestershire Fire and Rescue are happy for the Council to act upon the advice given when it is reasonably practicable to do so.

Auditing Activity: The audits carried out by the Safety & Resilience Officer are given in detail in section 6.

Accident Statistics: The tables below detail the number of accidents, incidents and near misses. It has been identified that the reporting procedure is not robust enough or utilised enough to ensure the level of detail required is captured during investigations. This will be covered in more detail in section 8.

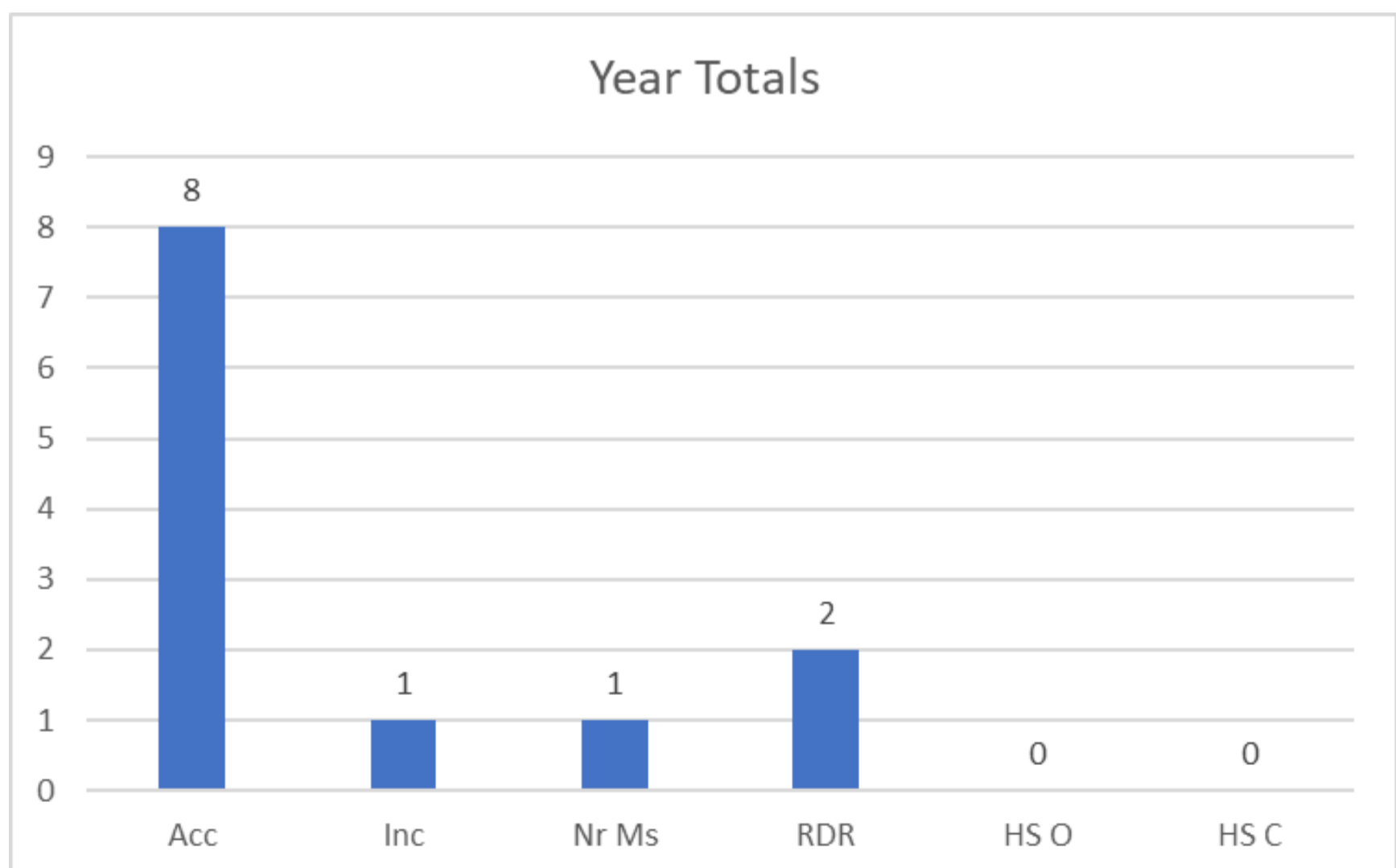


Figure 1 2022/23 Total Accidents, Incidents, Near Misses & RIDDOR

As shown above in figure 1, the total accidents for the year were 8, 2 of which were reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), 1 incident was reported and finally 1 near miss was recorded.

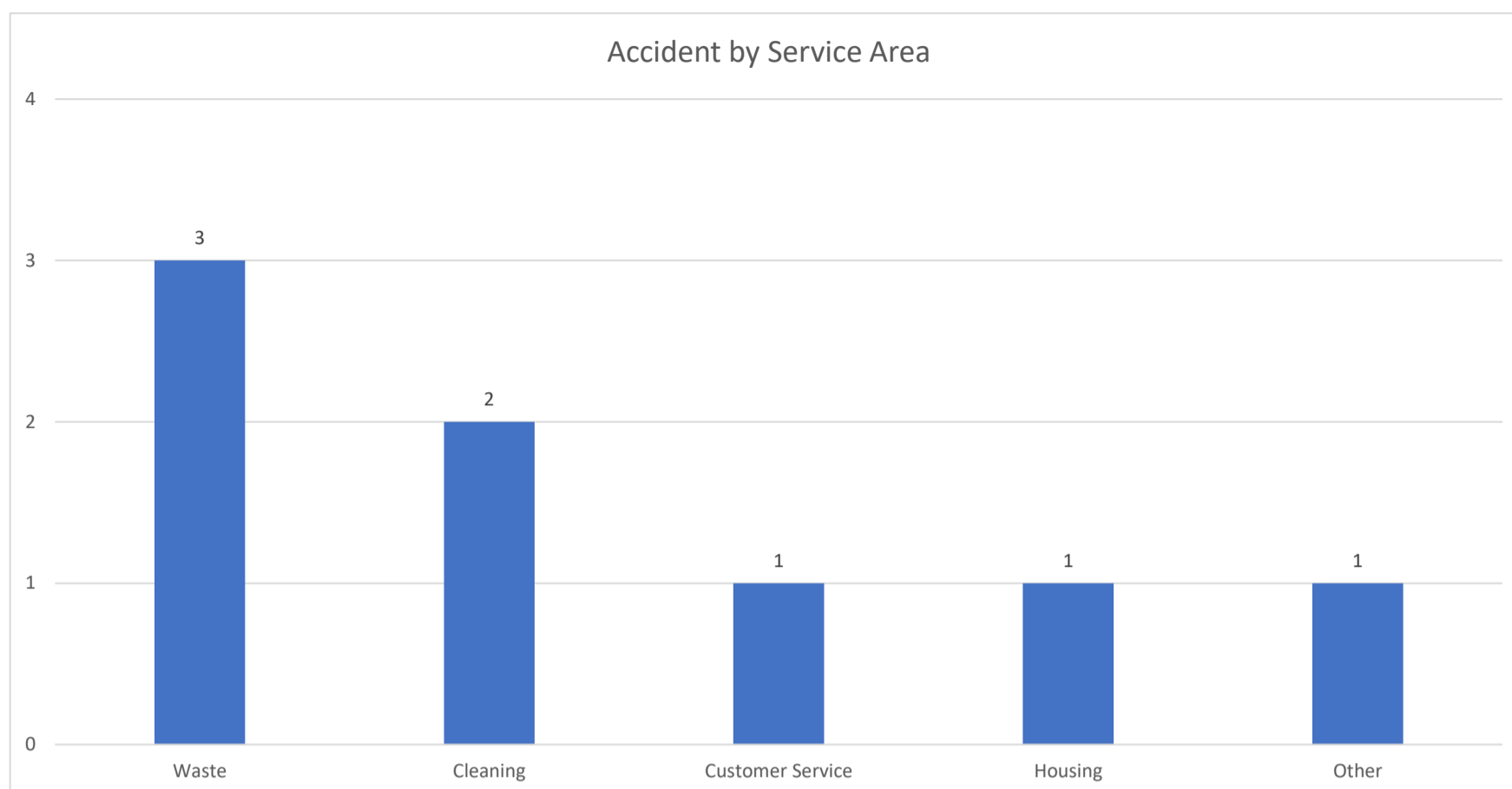


Figure 2 Accident by Service Area

In Figure 2 above, it is shown that the Council have had 3 accidents related to the waste operations, this includes the barrier incident at the access road. 2 accidents from the Cleaning team and 1 each from Customer Service, Housing and other areas.

The higher figures from the Waste and Cleaning team are to be expected when having accidents, as the Officers from this area are exposed to more hazards more frequently.

This is not to say the Council should expect to have accidents, but if they are occurring, this is where they are likely to occur.

Investigations into the above resulted in the following;

- Horizontal swing barrier checks;
- Communications surrounding the hazards of electrical equipment at home;
- Communications on advice to avoid slips, trips, and falls; and
- Additions to the Customer Alert System.

As previously stated, it has been identified that the investigation of accidents, incidents and near misses needs to be improved and forms part of the action plan section 8.

RIDDOR: There were two reportable accidents in 2022/23, the first of which happened in April 2022 and has been covered earlier in this report (Depot Access Road Contravention).

The second involved an Officer walking along a public footpath performing their duties as required by their role. Although the legal requirement to report this can be debated, it was decided to report it under RIDDOR as a precaution. As of the date of this report, no response has been received from the HSE in relation to that particular matter.

4. Partnership

The Leicestershire Safety Advisory Group has been meeting once a month. The group regularly communicates via email on issues that are arising in their retrospective councils. Overall, this partnership is a net positive for all involved.

The group has representation from the following Councils.

- Oadby and Wigston Borough Council;
- Melton Borough Council;
- Hinckley and Bosworth Borough Council;
- Blaby District Council;
- Harborough District Council; and
- North-West Leicestershire District Council.

5. Joint Consultation

A new “Depot Health and Safety” group has been meeting since November 2022, this group consists of the following people.

- Safety & Resilience Officer;
- Depot Manager;
- Fleet Manager;
- Corporate Asset Manager;
- Corporate Asset Officer;
- Customer Services Manager; and
- Strategic Director (if needed).

All levels of officers are welcome to this meeting if they feel as though they need to raise any issues. It is intended to serve as an open and honest way of communicating about all health and safety matters that arise in each of the service areas represented during a time of notable change. These meetings will continue once the changes have been implemented.

6. Key Activities 2022/23

The following list shows several areas in which the Safety & Resilience Officer has been involved in during the financial year of 2022/23. It is important to note these would not have been possible to achieve without good cooperation and support from fellow Officers at all levels.

- Refreshing and development of new Risk Assessment templates, guidance, and registers.
- Actions as requested by the HSE because of the Depot Access Road accident.
- Implementation of an accident tracking sheet to improve reporting procedures.
- Assistance in moving the Customer Service team to the Depot and ensuring safe access on foot.
- A review of the underutilised Lone Worker system to ensure the Council is receiving value for money on the Lone Working systems in place.
- Development of a new Risk Assessment Awareness course for all relevant Officers to take part in.

- Development of a new COSHH Awareness course for all relevant Officers to take part in.
- Implementation of new First Aid at Work documentation, which includes First Aid Needs assessments.
- Implementation of a new COSHH Risk Assessment template, guidance, and substance register.
- A full audit of the Depot with immediate high-risk actions being completed, and more long-term actions are now being tracked via monthly meetings to completion.
- Implementation of a Visitors and Contractor induction at the Depot along with a sign-in sheet.
- Development of the following risk assessments for the Depot, traffic management, first aid, vulnerable people, shared site risk assessment and mental health.
- Implementation of a reverse parking policy at the Depot.
- A new style of Officer induction for the Depot, which the Agency now carries out for us before they even get to our Depot.
- Implementation of a Safety Management system to be used in all service areas.

7. Risks

Some of the risks associated with the Council’s business are shown in the table below, along with a brief description in the table below that. This is not an exhaustive list of the risks that are associated with the Council but is a way of prioritising the action plan for 2023/24. Please note all risks will be high as this is what will be actioned going forward.

Impact >

	Negligible (1)	Minor (2)	Moderate (3)	Severe (4)	Major (5)
Likelihood >			5, 6		
Certain (5)					
Likely (4)					1, 2
Possible (3)			4		
Unlikely (2)					3
Rare (1)					

Risk No	Description
1	Training – Ensuring all officers have the required core knowledge and training to manage their day-to-day tasks safely and in line with legislation.
2	Accident investigation – To be able to provide a suitable defence in a Civil or Legal case, solid accident investigations are needed.
3	Fire – One of the most catastrophic events possible, it is a necessity that all buildings and holdings are compliant with fire legislation.
4	Proactive safety – Removing the potential for accidents before they arise.
5	Reporting of Incidents, Near Misses, Hazards, and Accidents – Improving the reporting procedure ensures suitable evidence is collected and ensures the same thing cannot happen again.
6	Lone working – Using the right system all the time ensures our lone workers are not exposed to increased risk and have access to help should they need it.

8. Action Plan 2023/24

Following on from the highlighted areas of risk going into the financial year of 2023/24. The following actions will be completed.

1. The development and roll out of core training courses which will be available to the relevant Officers. This will be completed in conjunction with the LearningPool focus group. Users who do not have access to a computer will be given the training in person or as a guest on a suitable workstation. The general health and safety induction is also to be reviewed and updated. The following are the 'core' courses which will be made available.
 - a. Fire Awareness.
 - b. Lone Working Awareness.
 - c. Display Screen Equipment Awareness.
 - d. Risk Assessment Awareness.
 - e. COSHH Awareness.
 - f. Manual Handling Awareness.
2. A new process of conducting accident investigations will be provided, along with training; it will be expected all accidents are investigated to a good standard as defined in the investigation pack.
3. Buildings will also be audited to ensure a good level of fire safety and general safety is being maintained.
4. Promoting a proactive safety culture, a "Hazard Spot" reporting system will be developed, and it will be expected all Officers submit at least one hazard spot per

financial year. This will not become a complaint's system. The first question to be asked will be "What have you done to rectify this?". This means that there will be some intermediary action required from the reporter before the hazard spot can be fully rectified by the right service area.

5. One of the key areas of improvement that has been highlighted in 2022/23 is the lack of reporting of accidents, near misses and incidents. All accidents, near misses and incidents need to be reported to the Safety & Resilience Officer immediately after they happen. Reporting of these does not get anyone in trouble, it simply allows the Council to become safer.
6. Roll out of a single Lone Worker system, at the present, the Council does not utilise its Lone Worker systems to their full extent, and it has become fractured with people unsure how to use them and what to do. In 2023/24 a single system will be used and individual lone worker risk assessments will be completed which will indicate the level of protection that the Lone worker needs.

A full update of this action plan will be provided to Members at the end of the 2024 financial year (April 2024) or as and when requested by Members.

9. Conclusion

In conclusion, the role of health and safety at all levels is becoming increasingly important. The first reason above all others is that nobody should be injured in their line of work.

Second, there is a constant increase in costs associated with accidents and incidents, third the legal consequences can be felt at all levels if required and finally, the reputational impacts are huge.

The work that will take place in the coming financial year of 2023/24, will build upon the previous years of good work by all the Council's Officers and Members, and will lead to a more informed proactive and positive safety culture.

This report is not intended to criticise the Council. There are hundreds of examples of positive and proactive safety throughout the Council. However, as an organisation it is required that the Council tries to continuously improve and this is what this report aims to drive.

Health & Safety Policy and Statement

April 2023

Health & Safety Policy and Statement

Oadby and Wigston Borough Council is committed to ensuring a positive and proactive health and safety culture exists which prevents injury or harm to all the Council's Officers, Contractors, Members, Visitors, Customers, and any other party affected by the Council's activities. This culture starts at the very top of our organisation and is driven by our core values.

This policy provides a framework to maintain a solid approach to continuously improving the management of Health and Safety across the Council.

We are committed to achieving this by:

Leadership and Accountability

- Health and safety begins at the very top of the Council. Our CEO, Senior Leadership Team and Elected Members of the Council will ensure that there are effective health and safety arrangements in place with accountability and responsibility for their implementation being with the Heads of Service and Corporate Management Team.
- Ensuring all Heads of Service and Elected Members are aware of their responsibilities, and health and safety are always considered in strategic decision-making.
- All Managers, Team Leaders, Supervisors, Officers, and Elected Members champion the importance of a sensible approach to health, safety, and risk management, while maintaining personal accountability during day-to-day tasks.

Health and Welfare

- Promoting a positive wellbeing culture including a focus on mental health, raising awareness, and empowering all to speak when they feel they need to.
- Ensuring all Officers are provided with information, support and where it is deemed appropriate directing them to external services for further assistance.
- Ensuring a range of health and welfare arrangements are in place to support the diverse nature of our Officers.

Workplace Environment and Equipment

- Provide a safe, healthy, and secure working environment with the appropriate welfare facilities provided to all Contractors, Members, Officers, volunteers, and Visitors.
- Ensuring all work equipment provided is specified, maintained, supplied, and used so that it is suitable for the task and is considered to improve health and safety.

Systems and Procedures

- Ensuring a suitable and central framework and structure is in place for all to manage and continually improve health and safety performance.
- Develop safe systems of work based upon suitable and sufficient risk assessments.
- Collate, report, and manage any incidents in a suitable and effective manner to ensure it is unlikely to occur again in the future.

Communication

- Ensuring that all communication is open and honest with all our Officers, employee representatives, Elected Members and all other stakeholders when speaking about health and safety matters. Facilitating their participation when needed.

Sensible Risk Management.

- Constantly ensuring risk management is integrated into all core business processes and decisions.
- Completing effective risk assessments of all our activities and tasks, ensuring all appropriate controls are in place to eliminate risk when possible and when not possible, mitigating them by applying further controls to ensure the risk is at an acceptable level.

Competence and Training

- Any Officer, Contractor, volunteer, or Member who is required to conduct a task on behalf of the Council is trained and competent to do so.
- Any Visitors who visit, understand the hazards that they may encounter while in the care of the Council and how they can mitigate them.

Legal Compliance and Best Practice

- Ensuring there are sufficient systems in place to demonstrate and support our commitment to all relevant legal and other regulatory requirements.
- Meeting our own corporate objectives.
- Working alongside fellow organisations to share the Council's best practice and implement theirs.

Continuous Improvement and Review

- Continuously, audit and review our health and safety performance, ensuring objectives are set and achieved in reasonable time periods.
- This policy will be reviewed at least annually.
- Ensuring all Officers undertake tasks in a manner which will ensure the health and safety of themselves or any other party who may be affected by their action or inaction.
- Ensuring all Officers are empowered to stop what they are doing if they believe it will give rise to injury or harm and seek advice, understanding that they will not be penalised for doing so.
- Report any unsafe acts, conditions, incidents, or accidents immediately.

Anne Court

Chief Executive Officer

April 2023

Councillor John Boyce

Leader of the Council

April 2023



Full Council	Tuesday, 18 April 2023	Matter for Information and Decision
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Report Title: **Draft Schedule of Council and Allied Meetings (2023/24)**

Report Author(s): **Samuel Ball (Legal & Democratic Services
Manager / Deputy Monitoring Officer)
Sebastian Wheeliker (Democratic & Electoral Services Officer)**

Purpose of Report:	This report seeks Members’ recommendation of the draft Schedule of Council and Allied Meetings (“the draft Schedule”) for the municipal year 2023/24 to Full Council for approval and adoption at its Annual General Meeting (AGM) on Thursday, 18 May 2023.
Report Summary:	It is highly expedient in terms of forward-planning that a draft Schedule be drawn-up and recommended at the earliest available opportunity ahead of its formal approval and adoption at the AGM.
Recommendation(s):	<p>A. That the draft Schedule of Council and Allied Meetings for 2023/24 (as set out at Appendix 1 and 2 to this report) be recommended to Full Council for approval and adoption at its AGM scheduled on Thursday 18 May 2023;</p> <p>B. That the contents of the draft Members’ Induction Programme (May/June 2023) (as summarised separately and set out at Appendix 3 to this report) be noted;</p> <p>C. That the draft Schedule of Council and Allied Meetings for 2023/24 (as may be recommended) be circulated to all Members and Officers ahead of the AGM; and</p> <p>D. That the proposed dates, times and venues of meetings for 2023/24 be provisionally entered onto the Council’s meeting management application accordingly.</p>
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	<p>David Gill (Head of Law & Democracy / Monitoring Officer) (0116) 257 2626 david.gill@oadby-wigston.gov.uk</p> <p>Samuel Ball (Legal & Electoral Services Manager / Deputy Monitoring Officer) (0116) 257 2643 samuel.ball@oadby-wigston.gov.uk</p> <p>Sebastian Wheeliker (Democratic & Electoral Services Officer) (0116) 257 2854 sebastian.wheeliker@oadby-wigston.gov.uk</p>
Strategic Objectives:	Our Council (SO1)
Vision and Values:	"Our Borough - The Place To Be" (Vision)
Report Implications:-	
Legal:	There are no implications arising from this report.
Financial:	There are no implications arising from this report.

Corporate Risk Management:	No corporate risk(s) identified.
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:	<ul style="list-style-type: none"> • Councillor John W Boyce (Leader of the Council) • Councillor Samia Z Haq (Deputy Leader of the Council) • Senior Leadership Team
Background Papers:	None.
Appendices:	<ol style="list-style-type: none"> 1. Draft Schedule of Council & Allied Meetings (2023/24) (Calendar) 2. Draft Schedule of Council & Allied Meetings (2023/24) (List) 3. Draft Members' Induction Programme (May/June 2023)

1. Background

- 1.1 Most local authorities fix their schedule of meetings for a period of one-year in advance (at or about the time of the annual general meeting) compiled, as a rule, by an updating of the programme of the preceding year. By doing so, it sets the pattern for the transaction of Council business at both a policy and operational level and, moreover, allows Members, Officers and other stakeholders to enter dates in their diaries before other commitments arise.
- 1.2 As required by the Council's Constitution, a function reserved to Council is the approval and adoption of the Schedule of Council and Allied Meetings for the ensuing municipal year at its Annual General Meeting (AGM). However, it is highly expedient in terms of forward-planning that a draft Schedule be drawn-up and recommended at the earliest available opportunity.

2. Draft Schedule of Council & Allied Meetings (2023/24)

- 2.1 The attached draft Schedule sets out the proposed dates, times and venues of meetings for the municipal year 2023/24. The draft Schedule also includes other meetings, induction sessions, events and useful dates (including school and bank holidays) allied to the Council. Details of the draft Members' Induction Programme (2023) have been summarised separately at **Appendix 3**.
- 2.2 The Appendices to this report provides the proposed dates, times and venues in both a calendar (**Appendix 1**) and table (**Appendix 2**) format. The table at Appendix 2 further groups and organises the meetings/events by type and chronology.
- 2.3 All proposed meeting venues currently marked 'TBC' will be confirmed at a later date. Any venues for meetings currently marked as 'Remote Audio-Video Conference' is a reference to the hosting of that meeting on the Council's unified communications platform Microsoft Teams.

- 2.4 Pre-meetings with the relevant Chair/Mayor and/or Vice-Chair/Deputy Mayor of the Council's decision and non-decision-making bodies have been included in the Schedule accordingly.
- 2.5 All festivals, holy days and other events etc. observed and/or facilitated by the Council have been added to the Schedule under the heading 'Events and Festival Days'.

3. Information

3.1 Quarterly Performance Reporting

3.1.1 The following committees are subject to quarterly reporting requirements:

- Policy, Finance and Development Committee;
- Service Delivery Committee;
- Licensing and Regulatory Committee;
- Audit Committee; and
- People Committee.

3.1.2 In order to allow adequate time for the required data to be collated from the quarter-end and for fully inclusive reports to be prepared, the Schedule has been programmed to meet the timeframes as set out in the table below, with other meetings/events etc. evenly spaced around the core as far as possible.

Quarter	Covers	Data Collection	Finish Reports	Meeting Dates
4 (2022/23)	Jan-Feb-Mar	April 2022	May 2023	Third to fifth week in June 2023
1 (2023/24)	Apr-May-June	July 2023	August 2023	Second week of September to first week of October 2023
2 (2023/24)	July-Aug-Sep	October 2023	November 2023	Fourth week of November to fourth week of December 2023
3 (2023/24)	Oct-Nov-Dec	January 2024	February 2024	Second week of March to second week of April 2024

3.2 Other Considerations

The following guidelines have also been applied in the preparation of the Schedule:

- As far as possible, the order of meetings within the committee cycle is related to the character of business. Council meetings to which recommendations may need to be referred to, or committees which regularly or periodically have to consider the outcomes or recommendations of other committees, therefore meet at the end of the cycle, but in sufficient time before the relevant meeting to enable reports to be prepared and incorporated within the relevant agenda and management timetable.
- As far as possible, clashes of meetings and events have been avoided. However, inevitably, given the constraints of avoiding school/public/religious holidays etc. and the number of meetings to be accommodated on specific days of the week, there are unavoidable occasions where there are overlaps of meetings and events.

- As far as possible, school/religious holidays etc. and party conference, weeks have been avoided. Although it has not been possible to keep those weeks completely clear, particularly if certain scheduled meetings are required to take place within statutory or other prescribed timeframes (e.g. Council Tax and Budget Setting).
- As far as possible, meetings have not been scheduled on Mondays or Fridays.
- What may appear at the moment to be “free” days may be filled, for example, by sub-committee meetings, certain quasi-judicial hearings and political group meetings etc.

4. Publication of the Schedule

- 4.1 The proposed dates, times and venues of meetings of the Schedule will be published and updated whenever and wherever necessary through the Council’s meeting management application and will be publicly-viewable via the ‘Meeting Dates, Agendas and Minutes’ section of the Council’s website and on the ‘Modern.Gov’ Surface Go, Android or Windows app.

5. Council Offices Relocation to Brocks Hill Country Park

- 5.1 As Members will be aware, it is anticipated that the relocation of the Council Offices to Brocks Hill Country Park is scheduled for July 2023. As such, the Council’s decision-making bodies which still require Members’ physical attendance to be ‘present and voting’ have been scheduled to take place at this new location in/from July 2023. Should there be a delay for any reason in the Council’s relocation from Bushloe House to Brocks Hill Country Park, the Schedule will be amended and updated and all participants notified accordingly.

6. Going Forward

- 6.1 If the draft Schedule is recommended by Members, the final Schedule shall be put before Full Council for approval and adoption at its Annual General Meeting (AGM) on Thursday, 18 May 2023. As such, it is important to note that the draft Schedule is to be considered as provisional and therefore subject to further, albeit minor, amendments until such time. It is also recommended that the draft Schedule, as may be recommended, be circulated to all Members ahead of the AGM to give them some indication as to their expected availability.
- 6.2 As recommended, Members are also asked to resolve that the proposed dates, times and venues of meetings of the draft Schedule be provisionally entered onto the Council’s meeting management application (Modern.Gov) so as to pre-empt any administrative burden upon Democratic Services on or after 18 May 2023. By doing so, the information entered will be publicly-viewable via the ‘Meeting Dates, Agendas and Minutes’ section of the Council’s website: however, these will be clearly marked as ‘Provisional’ until confirmed.

May 2023

May 2023							June 2023						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29	30		

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 May Early May Bank Holiday (N/A) Mental Health Awareness Month (N/A)	2	3	4 07:00 Borough Council Election Poll Day (Borough of Oadby & Wigston)	5 09:00 Borough Council Election Count (Parklands Leisure Centre, Function Suite, Washbrook Lane, Oadby, Leicester, LE2 5QG)
8 King's Coronation (N/A)	9 10:00 Mayor Pre-Meeting (FC) (AGM) 18/05/23 (Remote Audio-Video) 14:00 Induction: Welcome & Introductions (Council Offices, 18:30 Induction: Welcome &	10	11 18:30 Induction: Members' Code of Conduct etc. (Council Offices, Bushloe House, Station Road, Wigston, Leicestershire, LE18 2DR)	12
15 18:30 Induction: ICT, Information & Access Arrangements etc. (Council Offices, Bushloe House, Station Road, Wigston, Leicestershire, LE18 2DR)	16 18:30 Induction: Planning (Development Control Committee) (Council Offices, Bushloe House, Station Road, Wigston, Leicestershire, LE18 2DR)	17 International Day Against Homophobia, Transphobia and 10:00 Chair Pre-Meeting (SDC) 13/06/23 (Remote Audio-Video) 18:30 Induction: Safeguarding, Equality	18 10:00 Chair Pre-Meeting (LRC) 15/06/23 (Remote Audio-Video Conference) 19:00 Full Council (FC) Annual General Meeting (AGM) (2023/24) (Council	19
22 10:00 Chair Pre-Meeting (PSWG) 12/06/23 (Remote Audio-Video Conference)	23 10:00 Chair Pre-Meeting (PFDC) 27/06/23 (Remote Audio-Video) 13:30 Health and Wellbeing Board (HWBB) (Remote Audio-Video) 18:30 Induction: Local Government	24 10:00 Chair Pre-Meeting (AC) 21/06/23 (Remote Audio-Video Conference)	25 19:00 Development Control Committee (DCC) (Council Offices, Bushloe House, Station Road, Wigston, Leicestershire, LE18 2DR) - 89793ae4-04aa-4c07-8797-73e923f	26
29 Spring Bank Holiday (N/A)	30 Half-Term Break (Summer) (N/A)		31	1 Jun
				2

June 2023

June 2023							July 2023						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4						1	2
5	6	7	8	9	10	11	3	4	5	6	7	8	9
12	13	14	15	16	17	18	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
29 May	30	31	1 Jun Half-Term Break (Summer) (N/A)	2
5 17:30 Place Shaping Working Group (PSWG) (Remote Audio-Video Conference)	6 18:00 IT and Communications Working Group (ITCWG) (Remote Audio-Video Conference)	7 19:00 Youth Council (YC) (TBC)	8 14:30 Chair Pre-Meeting (EWG) 20/07/23 (Remote Audio-Video Conference)	9
12 14:00 Community Safety Partnership (CSP) (Remote Video Conference) 18:30 Induction: Licensing (Licensing and Regulatory Committee) (Council Offices, Bushloe House, Station)	13 19:00 Service Delivery Committee (SDC) (Council Offices, Bushloe House, Station Road, Wigston, Leicestershire, LE18 2DR)	14	15 10:00 Chair Pre-Meeting (ORF) 13/08/23 (Remote Audio-Video Conference) 18:30 Licensing and Regulatory Committee (LRC) (Council Offices,	16
19 18:30 Induction: Social Media, Communications & PR etc. (Council Offices, Bushloe House, Station Road, Wigston, Leicestershire, LE18 2DR)	20 Induction: Borough Tour (Council Offices, Bushloe House, Station Road, Wigston, Leicestershire, LE18 2DR)	21 10:00 Chair Pre-Meeting (WRF) 19/08/23 (Remote Audio-Video Conference) 18:00 Audit Committee (AC) (Council Offices, Bushloe House, Station)	22	23
26 18:30 Induction: Major Incident Training (Council Offices, Bushloe House, Station Road, Wigston, Leicestershire, LE18 2DR)	27 10:00 Chair Pre-Meeting (SWRF) 25/08/23 (Remote Audio-Video Conference) 19:00 Policy, Finance and Development Committee (PFDC) (Council Offices,	28	29 10:00 Chair Pre-Meeting (AFWG) 10/08/23 (Remote Audio-Video Conference) 19:00 Development Control Committee (DCC) (Council Offices,	30

July 2023

July 2023							August 2023						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30	31			
31													

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 Jul Alcohol Awareness Week (N/A)	4 10:00 Mayor Pre-Meeting (FC) 11/07/23 (Remote Audio-Video Conference)	5 18:00 Ad-Hoc Members' Training etc. (M-BIT) (TBC)	6 18:00 Children and Young Peoples' Forum (CYPF) (Remote Audio-Video Conference)	7
10	11 19:00 Full Council (FC) (Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	12 19:00 Youth Council (YC) (TBC)	13 18:30 Oadby Residents' Forum (ORF) (TBC)	14 Full-Term Break (N/A) To 28 Aug →
17	18	19 19:00 Wigston Residents' Forum (WRF) (TBC)	20 18:00 Environment Working Group (EWG) (Remote Audio-Video Conference)	21 Full-Term Break (N/A) To 28 Aug →
24	25 10:00 Chair Pre-Meeting (SDC) 05/09/23 (Remote Audio-Video) 19:00 South Wigston Residents' Forum (SWRF) (TBC)	26 10:00 Chair Pre-Meeting (PSWG) 06/09/23 (Remote Audio-Video Conference)	27 19:00 Development Control Committee (DCC) (Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	28 Full-Term Break (N/A) To 28 Aug →
31 Full-Term Break (N/A)	1 Aug	2	3	4

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August 2023

August 2023							September 2023						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
	1	2	3	4	5	6					1	2	3
7	8	9	10	11	12	13	4	5	6	7	8	9	10
14	15	16	17	18	19	20	11	12	13	14	15	16	17
21	22	23	24	25	26	27	18	19	20	21	22	23	24
28	29	30	31				25	26	27	28	29	30	

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
31 Jul	1 Aug	2	3	4
Full-Term Break (N/A)				
		18:00 Constitutional Working Group (CWG) (Remote Audio-Video Conference)		
7	8	9	10	11
← From 13 Jul Full-Term Break (N/A)				
14:00 Community Safety Partnership (CSP) (TBC)	18:00 IT and Communications Working Group (ITCWG) (Remote Audio-Video Conference)	18:00 Members' Symposium (M-BIT) (TBC)	14:00 Chair Pre-Meeting (LRC) 21/09/24 (Remote Audio-Video)	
			18:00 Armed Forces Working Group (AFWG) (Remote Audio-Video)	
14	15	16	17	18
← From 13 Jul Full-Term Break (N/A)				
	10:00 Chair Pre-Meeting (PFDC) 25/09/23 (Remote Audio-Video Conference)	19:00 Youth Council (YC) (TBC)		
21	22	23	24	25
← From 13 Jul Full-Term Break (N/A)				
	13:30 Health and Wellbeing Board (HWBB) (Remote Audio-Video Conference)	10:00 Chair Pre-Meeting (AC) 04/10/23 (Remote Audio-Video Conference)	14:30 Chair Pre-Meeting (EWG) 05/10/23 (Remote Audio-Video Conference)	
28	29	30	31	1 Sep
← Full-Term Break (N/A)		Raksha Bandhan (N/A)	19:00 Development Control Committee (DCC) (Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	
Summer Bank Holiday (N/A)				

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September 2023

September 2023							October 2023						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					

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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
28 Aug	29	30	31	1 Sep
4	5 19:00 Service Delivery Committee (SDC) (Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	6 18:00 Place Shaping Working Group (PSWG) (Remote Audio-Video Conference)	7	8
11	12	13	14	15
18	19 Samvatsari (N/A) 10:00 Mayor Pre-Meeting (FC) 26/09/23 (Remote Audio-Video) 19:00 Policy, Finance and Development Committee (PFDC) (Council Offices,	20	21 World Alzheimer Day (N/A) 10:00 Chair Pre-Meeting (ORF) 19/10/23 (Remote Audio-Video) 18:30 Licensing and Regulatory Committee (LRC) (Council Offices,	22
25 Rosh Hashana (N/A)	26 19:00 Full Council (FC)	27 10:00 Chair Pre-Meeting (WRF) 25/10/23 (Remote Audio-Video Conference)	28 19:00 Development Control Committee (DCC) (Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	29 World's Biggest Coffee Morning with MacMillan (N/A)

October 2023

October 2023							November 2023						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 Oct	3 10:00 Chair Pre-Meeting (SWRF) 31/10/23 (Remote Audio-Video Conference) 18:00 IT and Communications Working Group (ITCWG) (Remote)	4 18:00 Audit Committee (AC) (Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	5 18:00 Environment Working Group (EWG) (Remote Audio-Video Conference)	6
9 14:00 Community Safety Partnership (CSP) (TBC)	10 World Mental Health Day (N/A)	11 18:00 Ad-Hoc Members' Training etc. (M-BIT) (TBC)	12 18:00 Children and Young Peoples' Forum (CYPF) (Remote Audio-Video Conference)	13
16	17	18	19	20
Half-Term Break (N/A)				
	10:00 Chair Pre-Meeting (SDC) 28/11/23 (Remote Audio-Video Conference)	10:00 Chair Pre-Meeting (AC) 22/11/23 (Remote Audio-Video Conference)	Diwali/Deepavali (N/A) 18:30 Oadby Residents' Forum (ORF) (TBC)	
23	24 10:00 Chair Pre-Meeting (PFDC) 05/12/23 (Remote Audio-Video Conference)	25 18:30 Wigston Residents' Forum (WRF) (TBC)	26 10:00 Chair Pre-Meeting (LRC) 07/12/23 (Remote Audio-Video Conference) 19:00 Development Control Committee (DCC) (Council Offices,	27
30	31 Halloween (N/A) 18:30 South Wigston Residents' Forum (SWRF) (TBC)	1 Nov	2	3

November 2023

November 2023							December 2023						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
6	7	1	2	3	4	5	4	5	6	7	1	2	3
13	14	15	16	17	18	19	11	12	13	14	15	16	17
20	21	22	23	24	25	26	18	19	20	21	22	23	24
27	28	29	30				25	26	27	28	29	30	31

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
30 Oct	31	1 Nov	2	3
6	7	8	9 18:00 Members' Training (M-BIT) Development Control Committee Training (Additional) (TBC)	10
13	14 13:30 Community Engagement Forum (CEF) (Remote Audio-Video Conference)	15 19:00 Youth Council (YC) (TBC)	16 18:00 Members' Training (M-BIT) Licensing (Additional) (LRC) (TBC)	17
20	21	22 18:00 Audit Committee (AC) Audit & Accounts etc. 2022/23 (Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	23	24
27	28 19:00 Service Delivery Committee (SDC) (Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	29 18:00 Place Shaping Working Group (PSWG) (Remote Audio-Video Conference)	30 Birthday of Guru Nanak (N/A) St. Andrew's Day (N/A) 14:30 Chair Pre-Meeting (EWG) 11/01/24 (Remote Audio-Video) 17:00 Children & Young People's	1 Dec

December 2023

December 2023							January 2024						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
4	5	6	7	8	9	10	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28
							29	30	31				

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MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
27 Nov	28	29	30	1 Dec
4	5 10:00 Mayor Pre-Meeting (FC)12/12/23 (Remote Audio-Video Conference) 19:00 Policy, Finance and Development Committee (PFDC) (Council Offices, Brocks Hill, Washbrook Lane, Oadby,	6	7 Hanukkah (N/A) 18:30 Licensing and Regulatory Committee (LRC) (Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	8
11 14:00 Community Safety Partnership (CSP) (TBC)	12 19:00 Full Council (FC) (Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	13 15:30 Chair Pre-Meeting (AC) 24/01/24 (Remote Audio-Video Conference)	14	15
18	19 10:00 Chair Pre-Meeting (PFDC) 06/02/24 (Remote Audio-Video Conference)	20	21 10:00 Chair Pre-Meeting (AFWG) 01/02/24 (Remote Audio-Video Conference) 19:00 Development Control Committee (DCC) (Council Offices,	22
25	26	27	28	29
Full-Term Break (N/A) To 7 Jan 24 →				
Christmas Day (N/A)	Boxing Day (N/A)			

January 2024

January 2024							February 2024						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7	5	6	7	1	2	3	4
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28	29			
29	30	31											

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 Jan 24	2	3	4	5
← From 25 Dec 23				
Full-Term Break (N/A)				
New Year's Day (N/A)				
8	9	10	11	12
	18:00 IT and Communications Working Group (ITCWG) (Remote Audio-Video Conference)		10:00 Chair Pre-Meeting (ORF) 08/02/24 (Remote Audio-Video Conference) 18:00 Environment Working Group (EWG) (Remote Audio-Video)	
15	16	17	18	19
		10:00 Chair Pre-Meeting (WRF) 14/02/24 (Remote Audio-Video Conference) 19:00 Youth Council (YC) (TBC)		
22	23	24	25	26
	10:00 Chair Pre-Meeting (SWRF) 21/02/24 (Remote Audio-Video Conference) 18:00 Children and Young People's Forum (CYPF) (Remote Audio-Video)	18:00 Audit Committee (AC) (Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	10:00 Chair Pre-Meeting (LRC) 07/03/24 (Remote Audio-Video Conference) 19:00 Development Control Committee (DCC) (Council Offices,	
29	30	31	1 Feb	2
	10:00 Chair Pre-Meeting (SDC) 12/03/24 (Remote Audio-Video Conference)	10:00 Chair Pre-Meeting (PSWG) 13/03/24 (Remote Audio-Video Conference)		

February 2024

February 2024							March 2024						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4				1	2	3	
5	6	7	8	9	10	11	4	5	6	7	8	9	10
12	13	14	15	16	17	18	11	12	13	14	15	16	17
19	20	21	22	23	24	25	18	19	20	21	22	23	24
26	27	28	29				25	26	27	28	29	30	31

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
29 Jan	30	31	1 Feb LGBTQ History Month/Pride Month (N/A) 18:00 Armed Forces Working Group (AFWG) (Remote Audio-Video Conference)	2
5	6 19:00 Policy, Finance and Development Committee (PFDC) MTF5 & Budget (2024/25) (Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	7 18:00 Member's Symposium (M-BIT) (TBC)	8 18:30 Oadby Residents' Forum (ORF) (TBC)	9
12 Chinese New Year (N/A) 14:00 Community Safety Partnership (CSP) (TBC)	13 10:00 Chair Pre-Meeting (PFDC) 26/04/24 (Remote Audio-Video) 11:00 Mayor Pre-Meeting (FC) 20/02/24 (Remote Audio-Video) 13:30 Community Engagement Forum	14 18:30 Wigston Residents' Forum (WRF) (TBC)	15 19:00 Youth Council (YC) (TBC)	16
19	20	21	22	23
Half-Term Break (N/A)				
	13:30 Health and Wellbeing Board (HWBB) (Remote Audio-Video Conference)	18:30 South Wigston Residents' Forum (SWRF) (TBC)	19:00 Full Council (FC) Council Tax & Budget Setting (2024/25) (Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	
26	27	28 10:00 Chair Pre-Meeting (AC) 10/05/24 (Remote Audio-Video Conference)	29 14:30 Chair Pre-Meeting (EWG) 11/04/24 (Remote Audio-Video Conference) 19:00 Development Control Committee (DCC) (Council Offices,	1 Mar

March 2024

March 2024							April 2024						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
4	5	6	7	8	9	10	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28
							29	30					

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
26 Feb	27	28	29	1 Mar St. David's Day (N/A)
4	5	6 18:00 Ad-Hoc Members' Training etc. (M-BIT) (TBC)	7 18:30 Licensing and Regulatory Committee (LRC) (Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	8 International Women's Day (N/A)
11 Commonwealth Day (N/A) Ramadan (N/A)	12 19:00 Service Delivery Committee (SDC) (Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	13 18:00 Place Shaping Working Group (PSWG) (Remote Audio-Video Conference)	14 19:00 Youth Council (YC) (TBC)	15
18	19	20	21	22
25	26	27	28	29
Full-Term Break (N/A) To 7 Apr →				
Holi (N/A)	19:00 Policy, Finance and Development Committee (PFDC) (Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	10:00 Chair Pre-Meeting (PSWG) 08/05/24 (Remote Audio-Video Conference)	19:00 Development Control Committee (DCC) (Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	Good Friday (N/A)

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April 2024

April 2024							May 2024						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7	6	7	8	9	10	11	12
8	9	10	11	12	13	14	13	14	15	16	17	18	19
15	16	17	18	19	20	21	20	21	22	23	24	25	26
22	23	24	25	26	27	28	27	28	29	30	31		
29	30												

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 Apr	2	3	4	5
← From 25 Mar				
Easter Monday (N/A)	18:00 IT and Communications Working Group (ITCWG) (Remote Audio-Video Conference)	18:00 Members' Symposium (M-BIT) (TBC)	18:00 Children and Young Peoples' Forum (CYPF) (Remote Audio-Video Conference)	
8	9	10	11	12
	Eid (N/A) 10:00 Mayor Pre-Meeting (FC) 16/04/24 (Remote Audio-Video) 14:00 Community Safety Partnership (CSP) (TBC)	18:00 Audit Committee (AC) (Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	18:00 Environment Working Group (EWG) (Remote Audio-Video Conference)	
15	16	17	18	19
	19:00 Full Council (FC) (Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	19:00 Youth Council (YC) (TBC)	10:00 Chair Pre-Meeting (ORF) 16/05/24 (Remote Audio-Video Conference)	
22	23	24	25	26
Passover/Pesach (N/A)	St. George's Day (N/A)	10:00 Chair Pre-Meeting (WRF) 22/05/24 (Remote Audio-Video Conference)	19:00 Development Control Committee (DCC) (Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	
29	30	1 May	2	3
	10:00 Chair Pre-Meeting (SWRF) 28/05/24 (Remote Audio-Video Conference)			

May 2024

May 2024							June 2024						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
6	7	1	2	3	4	5	3	4	5	6	7	1	2
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28	29	30

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
29 Apr	30	1 May Mental Health Awareness Month (N/A)	2	3
6 Early May Bank Holiday (N/A)	7 10:00 Mayor Pre-Meeting (FC) (AGM) 14/05/24 (Remote Audio-Video Conference)	8 18:00 Place Shaping Working Group (PSWG) (Remote Audio-Video Conference)	9	10
13	14 19:00 Full Council (FC) Annual General Meeting (AGM) (2023/24) (Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	15 18:30 Ad-Hoc Members' Training etc. (M-BIT) (TBC)	16 18:30 Oadby Residents' Forum (ORF) (TBC)	17 International Day Against Homophobia, Transphobia and Biphobia (N/A)
20	21 13:30 Health and Wellbeing Board (HWBB) (Remote Audio-Video Conference)	22 18:30 Wigston Residents' Forum (WRF) (TBC)	23	24
27	28	29	30	31
Half-Term Break (Summer) (N/A) To 2 Jun →				
Spring Bank Holiday (N/A)	18:30 South Wigston Residents' Forum (SWRF) (TBC)		19:00 Development Control Committee (DCC) (Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	






































MEETING/EVENT	MEETING/EVENT TITLE (ACRONYM)	ADDITIONAL NOTES	DATE/TIME	VENUE/LOCATION
Meeting/Event: Bank Holiday: 11 item(s)				
Bank Holiday	Early May Bank Holiday		Mon 01/05/23 00:...	N/A
Bank Holiday	King's Coronation		Mon 08/05/23 00:...	N/A
Bank Holiday	Spring Bank Holiday		Mon 29/05/23 00:...	N/A
Bank Holiday	Summer Bank Holiday		Mon 28/08/23 00:...	N/A
Bank Holiday	Christmas Day		Mon 25/12/23 00:...	N/A
Bank Holiday	Boxing Day		Tue 26/12/23 00:00	N/A
Bank Holiday	New Year's Day		Mon 01/01/24 00:...	N/A
Bank Holiday	Good Friday		Fri 29/03/24 00:00	N/A
Bank Holiday	Easter Monday		Mon 01/04/24 00:...	N/A
Bank Holiday	Early May Bank Holiday		Mon 06/05/24 00:...	N/A
Bank Holiday	Spring Bank Holiday		Mon 27/05/24 00:...	N/A
Meeting/Event: Chair Pre-Meeting: 47 item(s)				
Chair Pre-Meeting	Mayor Pre-Meeting (FC) 18/05/23	For Full Council (AGM) on 18 May...	Tue 09/05/23 10:00	Remote Audio-Video Conference
Chair Pre-Meeting	Chair Pre-Meeting (SDC) 13/06/23	For Service Delivery Committee o...	Wed 17/05/23 10:...	Remote Audio-Video Conference
Chair Pre-Meeting	Chair Pre-Meeting (LRC) 15/06/23	For Licensing and Regulatory Co...	Thu 18/05/23 10:00	Remote Audio-Video Conference
Chair Pre-Meeting	Chair Pre-Meeting (PSWG) 12/06/23	For Place Shaping Working Grou...	Mon 22/05/23 10:...	Remote Audio-Video Conference
Chair Pre-Meeting	Chair Pre-Meeting (PFDC) 27/06/23	For Policy, Finance & Developme...	Tue 23/05/23 10:00	Remote Audio-Video Conference
Chair Pre-Meeting	Chair Pre-Meeting (AC) 21/06/23	For Audit Committee on 21 June ...	Wed 24/05/23 10:...	Remote Audio-Video Conference
Chair Pre-Meeting	Chair Pre-Meeting (EWG) 20/07/23	For Environment Working Group ...	Thu 08/06/23 14:30	Remote Audio-Video Conference
Chair Pre-Meeting	Chair Pre-Meeting (ORF) 13/08/23	For Oadby Residents' Forum on 1...	Thu 15/06/23 10:00	Remote Audio-Video Conference
Chair Pre-Meeting	Chair Pre-Meeting (WRF) 19/08/23	For Wigston Residents' Forum 19 ...	Wed 21/06/23 10:...	Remote Audio-Video Conference
Chair Pre-Meeting	Chair Pre-Meeting (SWRF) 25/08/23	For South Wigston Residents' For...	Tue 27/06/23 10:00	Remote Audio-Video Conference
Chair Pre-Meeting	Chair Pre-Meeting (AFWG) 10/08/23	For Armed Forces Working Group...	Thu 29/06/23 10:00	Remote Audio-Video Conference
Chair Pre-Meeting	Mayor Pre-Meeting (FC) 11/07/23	For Full Council on 11 July 2023	Tue 04/07/23 10:00	Remote Audio-Video Conference
Chair Pre-Meeting	Chair Pre-Meeting (SDC) 05/09/23	For Service Delivery Committee o...	Tue 25/07/23 10:00	Remote Audio-Video Conference
Chair Pre-Meeting	Chair Pre-Meeting (PSWG) 06/09/23	For Place Shaping Working Grou...	Wed 26/07/23 10:...	Remote Audio-Video Conference
Chair Pre-Meeting	Chair Pre-Meeting (LRC) 21/09/24	For Licensing & Regulatory Com...	Thu 10/08/23 14:00	Remote Audio-Video Conference
Chair Pre-Meeting	Chair Pre-Meeting (PFDC) 25/09/23	For Policy, Finance & Developme...	Tue 15/08/23 10:00	Remote Audio-Video Conference
Chair Pre-Meeting	Chair Pre-Meeting (AC) 04/10/23	For Audit Committee on 4 Octob...	Wed 23/08/23 10:...	Remote Audio-Video Conference
Chair Pre-Meeting	Chair Pre-Meeting (EWG) 05/10/23	For Environment Working Group ...	Thu 24/08/23 14:30	Remote Audio-Video Conference
Chair Pre-Meeting	Mayor Pre-Meeting (FC) 26/09/23	For Full Council on 26 September...	Tue 19/09/23 10:00	Remote Audio-Video Conference
Chair Pre-Meeting	Chair Pre-Meeting (ORF) 19/10/23	For Oadby Residents' Forum 19 O...	Thu 21/09/23 10:00	Remote Audio-Video Conference
Chair Pre-Meeting	Chair Pre-Meeting (WRF) 25/10/23	For Wigston Residents' Forum on...	Wed 27/09/23 10:...	Remote Audio-Video Conference
Chair Pre-Meeting	Chair Pre-Meeting (SWRF) 31/10/23	For South Wigston Residents' For...	Tue 03/10/23 10:00	Remote Audio-Video Conference
Chair Pre-Meeting	Chair Pre-Meeting (SDC) 28/11/23	For Service Delivery Committee o...	Tue 17/10/23 10:00	Remote Audio-Video Conference
Chair Pre-Meeting	Chair Pre-Meeting (AC) 22/11/23	For Audit Committee on 22 Nove...	Wed 18/10/23 10:...	Remote Audio-Video Conference
Chair Pre-Meeting	Chair Pre-Meeting (PFDC) 05/12/23	For Policy, Finance & Developme...	Tue 24/10/23 10:00	Remote Audio-Video Conference

MEETING/EVENT	MEETING/EVENT TITLE (ACRONYM)	ADDITIONAL NOTES	DATE/TIME	VENUE/LOCATION
Chair Pre-Meeting	Chair Pre-Meeting (LRC) 07/12/23	For Licensing & Regulatory Com...	Thu 26/10/23 10:00	Remote Audio-Video Conference
Chair Pre-Meeting	Chair Pre-Meeting (EWG) 11/01/24	For Environment Working Group ...	Thu 30/11/23 14:30	Remote Audio-Video Conference
Chair Pre-Meeting	Mayor Pre-Meeting (FC)12/12/23	For Full Council on 12 December ...	Tue 05/12/23 10:00	Remote Audio-Video Conference
Chair Pre-Meeting	Chair Pre-Meeting (AC) 24/01/24	For Audit Committee on 24 Janua...	Wed 13/12/23 15:...	Remote Audio-Video Conference
Chair Pre-Meeting	Chair Pre-Meeting (PFDC) 06/02/24	For Policy, Finance & Developme...	Tue 19/12/23 10:00	Remote Audio-Video Conference
Chair Pre-Meeting	Chair Pre-Meeting (AFWG) 01/02/24	For Armed Forces Working Group...	Thu 21/12/23 10:00	Remote Audio-Video Conference
Chair Pre-Meeting	Chair Pre-Meeting (ORF) 08/02/24	For Oadby Residents' Forum on 8...	Thu 11/01/24 10:00	Remote Audio-Video Conference
Chair Pre-Meeting	Chair Pre-Meeting (WRF) 14/02/24	For Wigston Residents' Forum on...	Wed 17/01/24 10:...	Remote Audio-Video Conference
Chair Pre-Meeting	Chair Pre-Meeting (SWRF) 21/02/24	For South Wigston Residents' For...	Tue 23/01/24 10:00	Remote Audio-Video Conference
Chair Pre-Meeting	Chair Pre-Meeting (LRC) 07/03/24	For Licensing & Regulatory Com...	Thu 25/01/24 10:00	Remote Audio-Video Conference
Chair Pre-Meeting	Chair Pre-Meeting (SDC) 12/03/24	For Service Delivery Committee o...	Tue 30/01/24 10:00	Remote Audio-Video Conference
Chair Pre-Meeting	Chair Pre-Meeting (PSWG) 13/03/24	For Place Shaping Working Grou...	Wed 31/01/24 10:...	Remote Audio-Video Conference
Chair Pre-Meeting	Chair Pre-Meeting (PFDC) 26/04/24	For Policy, Finance & Developme...	Tue 13/02/24 10:00	Remote Audio-Video Conference
Chair Pre-Meeting	Mayor Pre-Meeting (FC) 20/02/24	For Full Council on 20 February 2...	Tue 13/02/24 11:00	Remote Audio-Video Conference
Chair Pre-Meeting	Chair Pre-Meeting (AC) 10/05/24	For Audit Committee on 10 May ...	Wed 28/02/24 10:...	Remote Audio-Video Conference
Chair Pre-Meeting	Chair Pre-Meeting (EWG) 11/04/24	For Environment Working Group ...	Thu 29/02/24 14:30	Remote Audio-Video Conference
Chair Pre-Meeting	Chair Pre-Meeting (PSWG) 08/05/24	For Place Shaping Working Grou...	Wed 27/03/24 10:...	Remote Audio-Video Conference
Chair Pre-Meeting	Mayor Pre-Meeting (FC) 16/04/24	For Full Council on 16 April 2024	Tue 09/04/24 10:00	Remote Audio-Video Conference
Chair Pre-Meeting	Chair Pre-Meeting (ORF) 16/05/24	For Oadby Residents' Forum on 1...	Thu 18/04/24 10:00	Remote Audio-Video Conference
Chair Pre-Meeting	Chair Pre-Meeting (WRF) 22/05/24	For Wigston Residents' Forum on...	Wed 24/04/24 10:...	Remote Audio-Video Conference
Chair Pre-Meeting	Chair Pre-Meeting (SWRF) 28/05/24	For South Wigston Residents' For...	Tue 30/04/24 10:00	Remote Audio-Video Conference
Chair Pre-Meeting	Mayor Pre-Meeting (FC) (AGM) 14/05/24	For Full Council on 14 May 2024	Tue 07/05/24 10:00	Remote Audio-Video Conference
Meeting/Event: Committee: 30 item(s)				
Committee	Development Control Committee (DCC)	May (2023)	Thu 25/05/23 19:00	Council Offices, Bushloe House, Station Road, Wigston, Leicestersh...
Committee	Service Delivery Committee (SDC)	Q4 (2022/23)	Tue 13/06/23 19:00	Council Offices, Bushloe House, Station Road, Wigston, Leicestersh...
Committee	Licensing and Regulatory Committee (LRC)	Q4 (2022/23)	Thu 15/06/23 18:30	Council Offices, Bushloe House, Station Road, Wigston, Leicestersh...
Committee	Audit Committee (AC)	Q1 (2023/24)	Wed 21/06/23 18:...	Council Offices, Bushloe House, Station Road, Wigston, Leicestersh...
Committee	Policy, Finance and Development Committee (PFD...	Q4 (2022/23)	Tue 27/06/23 19:00	Council Offices, Bushloe House, Station Road, Wigston, Leicestersh...
Committee	Development Control Committee (DCC)	June (2023)	Thu 29/06/23 19:00	Council Offices, Bushloe House, Station Road, Wigston, Leicestersh...
Committee	Development Control Committee (DCC)	July (2023)	Thu 27/07/23 19:00	Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2...
Committee	Development Control Committee (DCC)	August (2023)	Thu 31/08/23 19:00	Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2...
Committee	Service Delivery Committee (SDC)	Q1 (2023/24)	Tue 05/09/23 19:00	Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2...
Committee	Policy, Finance and Development Committee (PFD...	Q1 (2023/24)	Tue 19/09/23 19:00	Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2...
Committee	Licensing and Regulatory Committee (LRC)	Q1 (2023/24)	Thu 21/09/23 18:30	Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2...
Committee	Development Control Committee (DCC)	September (2023)	Thu 28/09/23 19:00	Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2...
Committee	Audit Committee (AC)	Q1 (2023/24)	Wed 04/10/23 18:...	Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2...
Committee	Development Control Committee (DCC)	October (2023)	Thu 26/10/23 19:00	Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2...
Committee	Audit Committee (AC) Audit & Accounts etc. 202...	Audit & Accounts etc. 2022/23	Wed 22/11/23 18:...	Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2...

MEETING/EVENT	MEETING/EVENT TITLE (ACRONYM)	ADDITIONAL NOTES	DATE/TIME	VENUE/LOCATION
Committee	Service Delivery Committee (SDC)	Q2 (2023/24)	Tue 28/11/23 19:00	Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2...
Committee	Policy, Finance and Development Committee (PFD...)	Q2 (2023/24) & Draft Budget Initi...	Tue 05/12/23 19:00	Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2...
Committee	Licensing and Regulatory Committee (LRC)	Q2 (2023/24)	Thu 07/12/23 18:30	Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2...
Committee	Development Control Committee (DCC)	December (2023)	Thu 21/12/23 19:00	Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2...
Committee	Audit Committee (AC)	Q2 (2023/24)	Wed 24/01/24 18:...	Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2...
Committee	Development Control Committee (DCC)	January (2024)	Thu 25/01/24 19:00	Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2...
Committee	Policy, Finance and Development Committee (PFD...)	Draft Budget (2024/25) & Mediu...	Tue 06/02/24 19:00	Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2...
Committee	Development Control Committee (DCC)	February (2024)	Thu 29/02/24 19:00	Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2...
Committee	Licensing and Regulatory Committee (LRC)	Q3 (2023/24)	Thu 07/03/24 18:30	Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2...
Committee	Service Delivery Committee (SDC)	Q3 (2023/24)	Tue 12/03/24 19:00	Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2...
Committee	Policy, Finance and Development Committee (PFD...)	Q3 (2023/24)	Tue 26/03/24 19:00	Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2...
Committee	Development Control Committee (DCC)	March (2024)	Thu 28/03/24 19:00	Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2...
Committee	Audit Committee (AC)	Q3 (2023/24)	Wed 10/04/24 18:...	Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2...
Committee	Development Control Committee (DCC)	April (2024)	Thu 25/04/24 19:00	Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2...
Committee	Development Control Committee (DCC)	May (2024)	Thu 30/05/24 19:00	Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2...
Meeting/Event: Election: 2 item(s)				
Election	Borough Council Election Poll Day		Thu 04/05/23 07:00	Borough of Oadby & Wigston
Election	Borough Council Election Count		Fri 05/05/23 09:00	Parklands Leisure Centre, Function Suite, Washbrook Lane, Oadby, ...
Meeting/Event: Event and Festival Days: 41 item(s)				
Event and Festival Days	Mental Health Awareness Month	National Observance (01/05/23-3...	Mon 01/05/23 00:...	N/A
Event and Festival Days	International Day Against Homophobia, Transpho...	LGBTQ International Observance	Wed 17/05/23 00:...	N/A
Event and Festival Days	Armed Forces Day	National Observance	Sat 24/06/23 00:00	N/A
Event and Festival Days	Alcohol Awareness Week	National Observance (03/07/23-0...	Mon 03/07/23 00:...	N/A
Event and Festival Days	Raksha Bandhan	Hindu Holy Day	Wed 30/08/23 00:...	N/A
Event and Festival Days	Merchant Navy Day	National Observance	Sun 03/09/23 00:00	N/A
Event and Festival Days	World Suicide Prevention Day	International Observance	Sun 10/09/23 00:00	N/A
Event and Festival Days	Samvatsari	Jain Forgiveness Day	Tue 19/09/23 00:00	N/A
Event and Festival Days	World Alzheimer Day	International Observance	Thu 21/09/23 00:00	N/A
Event and Festival Days	Yom Kippur	Jewish Holy Day (24/09/23-25/09...	Sun 24/09/23 00:00	N/A
Event and Festival Days	Rosh Hashana	Jewish Festival (25/09/23-27/09/2...	Mon 25/09/23 00:...	N/A
Event and Festival Days	World's Biggest Coffee Morning with MacMillan	National Observance	Fri 29/09/23 00:00	N/A
Event and Festival Days	Black History Month	International Observance (01/10/...	Sun 01/10/23 00:00	N/A
Event and Festival Days	National Hate Crime Awareness Week	National Observance (08/10/23-1...	Sun 08/10/23 00:00	N/A
Event and Festival Days	World Mental Health Day	International Observance	Tue 10/10/23 00:00	N/A
Event and Festival Days	Diwali/Deepavali	Hindu Festival of Light	Thu 19/10/23 00:00	N/A
Event and Festival Days	Halloween	International Observance	Tue 31/10/23 00:00	N/A
Event and Festival Days	Guy Fawkes Night/Bonfire Night	National Observance	Sun 05/11/23 00:00	N/A
Event and Festival Days	Remembrance Day	International Observance	Sat 11/11/23 00:00	N/A

		MEETING/EVENT	MEETING/EVENT TITLE (ACRONYM)	ADDITIONAL NOTES	DATE/TIME	VENUE/LOCATION
		Event and Festival Days	Remembrance Sunday	International Observance	Sun 12/11/23 00:00	N/A
		Event and Festival Days	Birthday of Guru Nanak	Sikh Holy Day	Thu 30/11/23 00:00	N/A
		Event and Festival Days	St. Andrew's Day	National & Christian Holy Day	Thu 30/11/23 00:00	N/A
		Event and Festival Days	International Day of Persons with Disabilities	International Observance	Sun 03/12/23 00:00	N/A
		Event and Festival Days	Hanukkah	Jewish Festival (07/12/23-15/12/2...	Thu 07/12/23 00:00	N/A
		Event and Festival Days	New Year's Eve	International Observance	Sun 31/12/23 00:00	N/A
		Event and Festival Days	Holocaust Memorial Day	Commemorative Event	Sat 27/01/24 00:00	TBC
		Event and Festival Days	LGBTQ History Month/Pride Month	LGBTQ International Observance	Thu 01/02/24 00:00	N/A
		Event and Festival Days	Chinese New Year	International Observance	Mon 12/02/24 00:...	N/A
		Event and Festival Days	St. David's Day	National & Christian Holy Day	Fri 01/03/24 00:00	N/A
		Event and Festival Days	International Women's Day	International Observance	Fri 08/03/24 00:00	N/A
		Event and Festival Days	Commonwealth Day	National Observance	Mon 11/03/24 00:...	N/A
		Event and Festival Days	Ramadan	Muslim Festival (11/03/23-09/04/...	Mon 11/03/24 00:...	N/A
		Event and Festival Days	St. Patrick's Day	National & Christian Holy Day	Sun 17/03/24 00:00	N/A
		Event and Festival Days	Holi	Hindu Holy Day	Mon 25/03/24 00:...	N/A
		Event and Festival Days	Easter Saturday	Christian Holy Day	Sat 30/03/24 00:00	N/A
		Event and Festival Days	Easter Sunday	Christian Holy Day	Sun 31/03/24 00:00	N/A
		Event and Festival Days	Eid	Muslim Festival (09/04/24 – 10/0...	Tue 09/04/24 00:00	N/A
		Event and Festival Days	Passover/Pesach	Jewish Festival (27/04/23-29/04/2...	Mon 22/04/24 00:...	N/A
		Event and Festival Days	St. George's Day	National & Christian Holy Day	Tue 23/04/24 00:00	N/A
		Event and Festival Days	Mental Health Awareness Month	National Observance (01/05/23-3...	Wed 01/05/24 00:...	N/A
		Event and Festival Days	International Day Against Homophobia, Transpho...	LGBTQ International Observance	Fri 17/05/24 00:00	N/A
Meeting/Event: Full Council: 7 item(s)						
		Full Council	Full Council (FC) Annual General Meeting (AGM) ...	Annual General Meeting (AGM) (...	Thu 18/05/23 19:00	Council Offices, Bushloe House, Station Road, Wigston, Leicestersh...
		Full Council	Full Council (FC)		Tue 11/07/23 19:00	Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2...
		Full Council	Full Council (FC)		Tue 26/09/23 19:00	
		Full Council	Full Council (FC)		Tue 12/12/23 19:00	Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2...
		Full Council	Full Council (FC) Council Tax & Budget Setting (2...	Council Tax & Budget Setting (20...	Thu 22/02/24 19:00	Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2...
		Full Council	Full Council (FC)		Tue 16/04/24 19:00	Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2...
		Full Council	Full Council (FC) Annual General Meeting (AGM) ...	Annual General Meeting (AGM) (...	Tue 14/05/24 19:00	Council Offices, Brocks Hill, Washbrook Lane, Oadby, Leicester, LE2...
Meeting/Event: Members' Briefing Induction & Training: 20 item(s)						
		Members' Briefing Induction &...	Induction: Welcome & Introductions	Mandatory training	Tue 09/05/23 14:00	Council Offices, Bushloe House, Station Road, Wigston, Leicestersh...
		Members' Briefing Induction &...	Induction: Welcome & Introductions	Mandatory training	Tue 09/05/23 18:30	Council Offices, Bushloe House, Station Road, Wigston, Leicestersh...
		Members' Briefing Induction &...	Induction: Members' Code of Conduct etc.	Mandatory training	Thu 11/05/23 18:30	Council Offices, Bushloe House, Station Road, Wigston, Leicestersh...
		Members' Briefing Induction &...	Induction: ICT, Information & Access Arrangemen...	Mandatory training	Mon 15/05/23 18:...	Council Offices, Bushloe House, Station Road, Wigston, Leicestersh...
		Members' Briefing Induction &...	Induction: Planning (Development Control Commi...	Mandatory training	Tue 16/05/23 18:30	Council Offices, Bushloe House, Station Road, Wigston, Leicestersh...
		Members' Briefing Induction &...	Induction: Safeguarding, Equality & Diversity	Mandatory training	Wed 17/05/23 18:...	Council Offices, Bushloe House, Station Road, Wigston, Leicestersh...
		Members' Briefing Induction &...	Induction: Local Government Finance etc.	Mandatory training	Tue 23/05/23 18:30	Council Offices, Bushloe House, Station Road, Wigston, Leicestersh...

MEETING/EVENT	MEETING/EVENT TITLE (ACRONYM)	ADDITIONAL NOTES	DATE/TIME	VENUE/LOCATION
Members' Briefing Induction &... Induction: Licensing (Licensing and Regulatory Co...		Mandatory training	Mon 12/06/23 18:...	Council Offices, Bushloe House, Station Road, Wigston, Leicestersh...
Members' Briefing Induction &... Induction: Social Media, Communications & PR etc.		Mandatory training	Mon 19/06/23 18:...	Council Offices, Bushloe House, Station Road, Wigston, Leicestersh...
Members' Briefing Induction &... Induction: Borough Tour		Mandatory training	Tue 20/06/23 00:00	Council Offices, Bushloe House, Station Road, Wigston, Leicestersh...
Members' Briefing Induction &... Induction: Major Incident Training		Mandatory training	Mon 26/06/23 18:...	Council Offices, Bushloe House, Station Road, Wigston, Leicestersh...
Members' Briefing Induction &... Ad-Hoc Members' Training etc. (M-BIT)		July (2023)	Wed 05/07/23 18:...	TBC
Members' Briefing Induction &... Members' Symposium (M-BIT)		August (2023)	Wed 09/08/23 18:...	TBC
Members' Briefing Induction &... Ad-Hoc Members' Training etc. (M-BIT)		October (2023)	Wed 11/10/23 18:...	TBC
Members' Briefing Induction &... Members' Training (M-BIT) Development Control...		Optional training	Thu 09/11/23 18:00	TBC
Members' Briefing Induction &... Members' Training (M-BIT) Licensing (Additional)...		Optional training	Thu 16/11/23 18:00	TBC
Members' Briefing Induction &... Member's Symposium (M-BIT)		February (2024)	Wed 07/02/24 18:...	TBC
Members' Briefing Induction &... Ad-Hoc Members' Training etc. (M-BIT)		March (2024)	Wed 06/03/24 18:...	TBC
Members' Briefing Induction &... Members' Symposium (M-BIT)		April (2024)	Wed 03/04/24 18:...	TBC
Members' Briefing Induction &... Ad-Hoc Members' Training etc. (M-BIT)		May (2024)	Wed 15/05/24 18:...	TBC
Meeting/Event: Miscellaneous: 8 item(s)				
Miscellaneous	Youth Council (YC)		Wed 07/06/23 19:...	TBC
Miscellaneous	Youth Council (YC)		Wed 12/07/23 19:...	TBC
Miscellaneous	Youth Council (YC)		Wed 16/08/23 19:...	TBC
Miscellaneous	Youth Council (YC)		Wed 15/11/23 19:...	TBC
Miscellaneous	Youth Council (YC)		Wed 17/01/24 19:...	TBC
Miscellaneous	Youth Council (YC)		Thu 15/02/24 19:00	TBC
Miscellaneous	Youth Council (YC)		Thu 14/03/24 19:00	TBC
Miscellaneous	Youth Council (YC)		Wed 17/04/24 19:...	TBC
Meeting/Event: Outside and Partnership Body: 17 item(s)				
Outside and Partnership Body	Health and Wellbeing Board (HWBB)		Tue 23/05/23 13:30	Remote Audio-Video Conference
Outside and Partnership Body	Community Safety Partnership (CSP)		Mon 12/06/23 14:...	Remote Video Conference
Outside and Partnership Body	Children and Young Peoples' Forum (CYPF)		Thu 06/07/23 18:00	Remote Audio-Video Conference
Outside and Partnership Body	Community Safety Partnership (CSP)		Mon 07/08/23 14:...	TBC
Outside and Partnership Body	Health and Wellbeing Board (HWBB)		Tue 22/08/23 13:30	Remote Audio-Video Conference
Outside and Partnership Body	Community Safety Partnership (CSP)		Mon 09/10/23 14:...	TBC
Outside and Partnership Body	Children and Young Peoples' Forum (CYPF)		Thu 12/10/23 18:00	Remote Audio-Video Conference
Outside and Partnership Body	Community Engagement Forum (CEF)		Tue 14/11/23 13:30	Remote Audio-Video Conference
Outside and Partnership Body	Children & Young People's Forum (CYPF)		Thu 30/11/23 17:00	Remote Video-Audio Conference
Outside and Partnership Body	Community Safety Partnership (CSP)		Mon 11/12/23 14:...	TBC
Outside and Partnership Body	Children and Young People's Forum (CYPF)		Tue 23/01/24 18:00	Remote Audio-Video Conference
Outside and Partnership Body	Community Safety Partnership (CSP)		Mon 12/02/24 14:...	TBC
Outside and Partnership Body	Community Engagement Forum (CEF)		Tue 13/02/24 13:30	Remote Audio-Video Conference
Outside and Partnership Body	Health and Wellbeing Board (HWBB)		Tue 20/02/24 13:30	Remote Audio-Video Conference
Outside and Partnership Body	Children and Young Peoples' Forum (CYPF)		Thu 04/04/24 18:00	Remote Audio-Video Conference

 	MEETING/EVENT	MEETING/EVENT TITLE (ACRONYM)	ADDITIONAL NOTES	DATE/TIME	VENUE/LOCATION
	Outside and Partnership Body	Community Safety Partnership (CSP)		Tue 09/04/24 14:00	TBC
	Outside and Partnership Body	Health and Wellbeing Board (HWBB)		Tue 21/05/24 13:30	Remote Audio-Video Conference
Meeting/Event: Residents' Forum: 12 item(s)					
	Residents' Forum	Oadby Residents' Forum (ORF)		Thu 13/07/23 18:30	TBC
	Residents' Forum	Wigston Residents' Forum (WRF)		Wed 19/07/23 19:...	TBC
	Residents' Forum	South Wigston Residents' Forum (SWRF)		Tue 25/07/23 19:00	TBC
	Residents' Forum	Oadby Residents' Forum (ORF)		Thu 19/10/23 18:30	TBC
	Residents' Forum	Wigston Residents' Forum (WRF)		Wed 25/10/23 18:...	TBC
	Residents' Forum	South Wigston Residents' Forum (SWRF)		Tue 31/10/23 18:30	TBC
	Residents' Forum	Oadby Residents' Forum (ORF)		Thu 08/02/24 18:30	TBC
	Residents' Forum	Wigston Residents' Forum (WRF)		Wed 14/02/24 18:...	TBC
	Residents' Forum	South Wigston Residents' Forum (SWRF)		Wed 21/02/24 18:...	TBC
	Residents' Forum	Oadby Residents' Forum (ORF)		Thu 16/05/24 18:30	TBC
	Residents' Forum	Wigston Residents' Forum (WRF)		Wed 22/05/24 18:...	TBC
	Residents' Forum	South Wigston Residents' Forum (SWRF)		Tue 28/05/24 18:30	TBC
Meeting/Event: School Holidays: 6 item(s)					
	School Holidays	Half-Term Break (Summer)	Summer (2022/23)	Mon 29/05/23 00:...	N/A
	School Holidays	Full-Term Break	Summer/Autumn (2022/23)	Thu 13/07/23 00:00	N/A
	School Holidays	Half-Term Break	Autumn (2023/24)	Mon 16/10/23 00:...	N/A
	School Holidays	Full-Term Break	Autumn/Spring (2023/24)	Mon 25/12/23 00:...	N/A
	School Holidays	Half-Term Break	Spring (2023/24)	Mon 19/02/24 00:...	N/A
	School Holidays	Full-Term Break	Spring/Summer (2023/24)	Mon 25/03/24 00:...	N/A
Meeting/Event: Working Group: 17 item(s)					
	Working Group	Place Shaping Working Group (PSWG)		Mon 05/06/23 17:...	Remote Audio-Video Conference
	Working Group	IT and Communications Working Group (ITCWG)		Tue 06/06/23 18:00	Remote Audio-Video Conference
	Working Group	Environment Working Group (EWG)		Thu 20/07/23 18:00	Remote Audio-Video Conference
	Working Group	Constitutional Working Group (CWG)		Wed 02/08/23 18:...	Remote Audio-Video Conference
	Working Group	IT and Communications Working Group (ITCWG)		Tue 08/08/23 18:00	Remote Audio-Video Conference
	Working Group	Armed Forces Working Group (AFWG)		Thu 10/08/23 18:00	Remote Audio-Video Conference
	Working Group	Place Shaping Working Group (PSWG)		Wed 06/09/23 18:...	Remote Audio-Video Conference
	Working Group	IT and Communications Working Group (ITCWG)		Tue 03/10/23 18:00	Remote Audio-Video Conference
	Working Group	Environment Working Group (EWG)		Thu 05/10/23 18:00	Remote Audio-Video Conference
	Working Group	Place Shaping Working Group (PSWG)		Wed 29/11/23 18:...	Remote Audio-Video Conference
	Working Group	IT and Communications Working Group (ITCWG)		Tue 09/01/24 18:00	Remote Audio-Video Conference
	Working Group	Environment Working Group (EWG)		Thu 11/01/24 18:00	Remote Audio-Video Conference
	Working Group	Armed Forces Working Group (AFWG)		Thu 01/02/24 18:00	Remote Audio-Video Conference
	Working Group	Place Shaping Working Group (PSWG)		Wed 13/03/24 18:...	Remote Audio-Video Conference
	Working Group	IT and Communications Working Group (ITCWG)		Tue 02/04/24 18:00	Remote Audio-Video Conference

📄	MEETING/EVENT	# MEETING/EVENT TITLE (ACRONYM)	ADDITIONAL NOTES	DATE/TIME	VENUE/LOCATION
📄	Working Group	Environment Working Group (EWG)		Thu 11/04/24 18:00	Remote Audio-Video Conference
📄	Working Group	Place Shaping Working Group (PSWG)		Wed 08/05/24 18:...	Remote Audio-Video Conference

MEMBERS' INDUCTION PROGRAMME (MAY/JUNE 2023)



Date/Time	Subject-Matter(s) (Non-Exhaustive)	Trainer(s)	Attendance
Welcome & Introductions			
Tue, 9 May 2023, 2:00 pm -or- Tue, 9 May 2023, 6:30 pm	<ul style="list-style-type: none"> ➤ Welcome & Introductions ➤ Overview of Council Structure & Management ➤ Borough Council Services ➤ Corporate Plan, Vision and Values ➤ Completion of Essential Documents & Data Capture 	<ul style="list-style-type: none"> • SLT • Heads of Service • Democratic Services 	<ul style="list-style-type: none"> ▪ All Members to attend one of the two sessions (Compulsory)
Members' Code of Conduct etc.			
Thu, 11 May 2023, 6:30 pm	<ul style="list-style-type: none"> ➤ Members' Code of Conduct ➤ Your Role as a Councillor ➤ Our Role as an Officer ➤ The Council's Constitution ➤ Decision-Making Processes ➤ Meeting Etiquette & Protocol 	<ul style="list-style-type: none"> • Head of Law & Democracy / Monitoring Officer • Legal & Democratic Services Manager / Deputy Monitoring Officer 	<ul style="list-style-type: none"> ▪ All Members (Compulsory)
Thu, 18 May 2023, 7:00 pm	Full Council, Annual General Meeting (AGM)		
ICT, Information & Access Arrangements etc.			
Mon, 15 May 2023, 6:30 pm	<ul style="list-style-type: none"> ➤ Information & Access Arrangements ➤ Member Information Systems ➤ Member Enquiry System (MES) ➤ Public Access (Planning) ➤ Members' IT Offer / Office 365 ➤ Council's Website / Intranet ➤ Using the Mod.Gov Desktop / Mobile App 	<ul style="list-style-type: none"> • Democratic Services • IT • Systems Support 	<ul style="list-style-type: none"> ▪ All Members (Compulsory)
Planning (Development Control Committee)			

MEMBERS' INDUCTION PROGRAMME (MAY/JUNE 2023)



Tue, 16 May 2023, 6:30 pm	<ul style="list-style-type: none"> ➤ Planning Control (Basic Law & Procedure) ➤ Planning Policy (Local Plan, Core Strategies, SPD's) 	<ul style="list-style-type: none"> • Head of Law & Democracy / Monitoring Officer • Head of Built Environment • Planning Policy & Development Manager • Solicitor 	<ul style="list-style-type: none"> • All Members of the Development Control Committee & Place Shaping Working Group (Compulsory) • Other Members (Optional)
Thu, 25 May 2023, 7:00 pm	Development Control Committee		
Safeguarding, Equality & Diversity			
Wed, 17 May 2023, 6:30 pm	<ul style="list-style-type: none"> ➤ Safeguarding ➤ Equality ➤ Diversity 	<ul style="list-style-type: none"> • Community Wellbeing Manager • Community Safety & Youth Officer 	<ul style="list-style-type: none"> ▪ All Members (Compulsory)
Local Government Finance etc.			
Tue, 23 May 2023, 6:30 pm	<ul style="list-style-type: none"> ➤ Local Government Finance ➤ Budgeting & Treasury Management ➤ General Revenues and Benefits 	<ul style="list-style-type: none"> • Strategic Director / Section 151 Officer • Head of Finance / Deputy Section 151 Officer • Finance Manager 	<ul style="list-style-type: none"> ▪ All Members (Compulsory)
Tue, 27 June 2023, 7:00 pm	Policy, Finance and Development Committee		
Licensing (Licensing and Regulatory Committee)			
Mon, 12 June 2023, 6:30 pm	<ul style="list-style-type: none"> ➤ General Licensing (Basic Law & Procedure) 	<ul style="list-style-type: none"> • Head of Law & 	<ul style="list-style-type: none"> ▪ All Members of the

MEMBERS' INDUCTION PROGRAMME (MAY/JUNE 2023)



	<ul style="list-style-type: none"> ➤ Licensing Sub-Committee Hearings 	Democracy / Monitoring Officer <ul style="list-style-type: none"> • Strategic Manager • Solicitor 	Licensing and Regulatory Committee (Compulsory) <ul style="list-style-type: none"> ▪ Other Members (Optional)
Tue, 13 June 2023, 7:00 pm	Service Delivery Committee		
Thu, 15 June 2023, 6:30 pm	Licensing and Regulatory Committee		
Social Media, Communications & PR etc.			
Mon, 19 June 2023, 6:30 pm	<ul style="list-style-type: none"> ➤ Communications & Public Relations ➤ Dealing with the Media ➤ Responsible Use of Social Media 	<ul style="list-style-type: none"> • Communications & Marketing Manager • Communications Officer 	<ul style="list-style-type: none"> ▪ All Members (Compulsory)
Borough Tour			
Tue, 20 June 2023, TBD	<ul style="list-style-type: none"> ➤ Tour of the Borough, Leisure Centres, Brocks Hill County Park and Depot etc. 	<ul style="list-style-type: none"> • Chief Executive / Head of Paid Service • PA to the Chief Executive • Strategic Director 	<ul style="list-style-type: none"> ▪ All Members (Optional)
Major Incident Training			
Mon, 26 June 2023, 6:30pm	<ul style="list-style-type: none"> ➤ Major Incident Planning and Response 	<ul style="list-style-type: none"> • Resilience Officer (LLRP) • Safety & Resilience Officer 	<ul style="list-style-type: none"> ▪ All Members (Compulsory)

