



TO COUNCILLOR:

N Alam
L A Bentley
G A Boulter
F S Broadley (Vice-Chair)
M H Charlesworth (Chair)

M L Darr
J K Ford
D A Gamble
C S Gore
S Z Haq

G G Hunt
P Joshi
K J Loydall
I K Ridley

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

Meeting: Policy, Finance & Development Committee
Date and Time: Tuesday, 27 June 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
19 June 2023

Anne E Court
Chief Executive



Meeting ID: 2508

ITEM NO.

AGENDA

PAGE NO'S

Live Stream of Meeting | Instructions

This meeting will be live streamed.

Press & Public Access:

YouTube Live Stream

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

<https://youtube.com/live/UWImH325z7w>

1. Apologies for Absence



Postal Address: Council Offices, Station Road, Wigston, Leicestershire LE18 2DR

Refuse & Recycling Centre: The Depot, Wigston Road, Oadby, Leicestershire LE2 5JE

Tel: (0116) 288 8961 **Fax:** (0116) 288 7828 **Email:** csc@oadby-wigston.gov.uk



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OadbyWigstonBC



@Oadby_Wigston

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

2. Appointment of Substitutes

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

3. Declarations of Interest

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

4. Minutes of the Previous Meeting 4 - 7

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

5. Action List Arising from the Previous Meeting

There was no Action List arising from the previous meeting.

6. Petitions and Deputations

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

7. Budget Monitoring (Q4 2022/23) 8 - 20

Report of the Head of Finance / Deputy Section 151 Officer

8. Treasury Management Outturn Report (2022/23) 21 - 34

Report of the Head of Finance / Deputy Section 151 Officer

9. Budget Book (2023/24) 35 - 151

Report of the Head of Finance / Deputy Section 151 Officer

10. Anti Fraud and Corruption Policy (June 2023) 152 - 175

Report of the Head of Finance / Deputy Section 151 Officer

11. Ethical Standards and Indicators (Q4 2022/23) 176 - 186

Report of the Head of Law & Democracy / Monitoring Officer

12. Exclusion of the Press and Public

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

13. Proposed Part Disposal of Oadby Site (Exempt) 187 - 208

Report of the Head of Law & Democracy / Monitoring Officer

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Agenda Item 4

**MINUTES OF THE MEETING OF THE POLICY, FINANCE & DEVELOPMENT COMMITTEE
HELD AT THE COUNCIL OFFICES, BUSHLOE HOUSE, STATION ROAD, WIGSTON,
LEICESTERSHIRE, LE18 2DR ON TUESDAY, 28 MARCH 2023 COMMENCING AT 7.00 PM**

PRESENT

M H Charlesworth Chair



Meeting ID: 2304

COUNCILLORS

L A Bentley
G A Boulter
D A Gamble
S Z Haq
J Kaufman
Mrs L Kaufman
K J Loydall

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
C Eyre	Housing Manager
P Fisher	Strategic Director
D M Gill	Head of Law & Democracy / Monitoring Officer
T Hatton	Head of Customer Service & Transformation

OTHERS IN ATTENDANCE

J W Boyce

70. **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillors N Alam, L M Broadley, F S Broadley, H E Darling, P Joshi, D W Loydall, S B Morris and I K Ridley.

J W Boyce attended the meeting remotely, but in accordance with the provisions in the Local Government Act 1972, was not considered present for the purposes of voting.

71. **APPOINTMENT OF SUBSTITUTES**

None.

72. **DECLARATIONS OF INTEREST**

None.

73. **MINUTES OF THE PREVIOUS MEETING**

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

Policy, Finance & Development Committee

Tuesday, 28 March 2023, 7.00 pm

The minutes of the previous meeting held on 7 February 2023 be taken as read, confirmed and signed.

74. ACTION LIST ARISING FROM THE PREVIOUS MEETING

There was no Action List arising from the previous meeting.

75. PETITIONS AND DEPUTATIONS

None.

76. CORPORATE DEBT POLICY (MARCH 2023)

The Committee gave consideration to the report and appendix (as set out at pages 9 – 45 of the agenda reports pack) which presented a revised Corporate Debt Policy for Oadby and Wigston for approval.

It was moved by the Chair, seconded by K J Loydall and

UNANIMOUSLY RESOLVED THAT:

The revised Corporate Debt Policy be approved.

77. COLLECTION RATE IMPROVEMENT PLAN UPDATE (MARCH 2023)

The Committee gave consideration to the report and appendix (as set out at pages 46 – 58 of the agenda reports pack) which provided an update on the progress of the Collection Rate Improvement Plan.

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

The content of the report and appendix be noted.

78. COLLECTION AND WRITE-OFF OF MISCELLANEOUS DEBTORS (Q3 2022/23)

The Committee gave consideration to the report (as set out at pages 59 – 64 of the agenda reports pack) which sought approval to write off debts above £10,000 and to provide a status update on the status of debts written off under delegated powers.

It was moved by the Chair, seconded by K J Loydall and

UNANIMOUSLY RESOLVED THAT:

The Committee note the contents of the report and approve the Non Domestic Rates and Housing Benefit Overpayment write-offs that are above £10,000.

79. APPROVAL OF GARAGE MANAGEMENT, HOUSING ALLOCATIONS AND REPAIRS & MAINTENANCE POLICIES (MARCH 2023)

The Committee gave consideration to the report and appendices (as set out at pages 2 – 66 of the agenda update reports pack) which sought the Committee's approval to adopt and bring into effect an updated Housing Allocations Policy, Garage Management Policy

and a new Repairs and Maintenance Policy.

It was moved by the Chair, seconded by D A Gamble

UNANIMOUSLY RESOLVED THAT:

The Council adopts and brings into effect the following new/updated Housing Allocations Policy, Garage Management Policy and Repairs and Maintenance Policy subject to the comments raised by Members being incorporated into the same.

80. CUSTOMER EXPERIENCE STRATEGY & ACTION PLAN (2023-26)

The Committee gave consideration to the report and appendices (as set out at pages 65 – 98 of the agenda reports pack) which asked Members to approve the Council’s Customer Experience Strategy and Action Plan for the next three years covering 2023 – 2026.

It was noted that the Strategy and the Action plan would be reported periodically to the Service Delivery Committee under its delegated remit should it remain in budget.

It was moved by the Chair, seconded by L A Bentley and

UNANIMOUSLY RESOLVED THAT:

The Council’s Customer Experience Strategy and Action Plan for 2023-26 (at set out at Appendix 2 and Appendix 3) be approved.

81. PROPOSED EMPTY HOMES STRATEGY (2023-2028)

The Committee gave consideration to the report and appendix (as set out at pages 67 – 87 of the agenda update reports pack) which outlined the property strategy to engage and manage empty dwellings within the Borough.

It was moved by the Chair, seconded by L Kaufman and

UNANIMOUSLY RESOLVED THAT:

- (i) The contents of the report be noted; and**
- (ii) The Proposed Empty Homes Strategy (2023-2028) (set out at Appendix 1 to this report) be approved.**

82. ETHICAL STANDARDS AND INDICATORS (Q3 2022/23)

The Committee gave consideration to the report and appendix (as set out at pages 99 – 109 of the agenda reports pack) which provided the figures for local determination of complaints and ethical indicators for Q3 2022-23.

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

The content of the report and appendix be noted.

83. COMMITTEE WORK PLAN (2022 - 2023)

There was no Committee Work Plan for remainder of 2022-2023.

THE MEETING CLOSED AT 8.32 pm

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Agenda Item 7



Policy, Finance and Development Committee	Tuesday, 27 December 2022	Matter for Information and Decision
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Report Title: **Budget Monitoring (Q4 2022/23)**

Report Author(s): **Bev Bull (Head of Finance / Deputy Section 151 Officer)**

Purpose of Report:	To provide the Committee with an update on the Council's draft outturn position for the General Fund, HRA and Capital Programme for the financial year 2022/23
Report Summary:	<p>The position for the year on the General Fund is a deficit of £439k compared to a revised budgeted balance position using £324k of earmarked reserves including approved carry forwards from 21/22.</p> <p>The position for the year for the HRA is a total deficit of £119k, compared to the budgeted position of £50k deficit to be met from the HRA reserve.</p> <p>The position for the year in respect of the capital programme is a total spend of £4.643m against a revised budget of £5.521m, with £793k required to be slipped into 2023/24 and net underspends of £85k.</p>
Recommendation(s):	That the Committee note the contents of the report and appendix.
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	<p>Sal Khan (Interim Strategic Director / Section 151 Officer) (0116) 257 2690 sal.khan@oadby-wigston.gov.uk</p> <p>Bev Bull (Head of Finance / Deputy Section 151 Officer) (0116) 257 2649 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)
Vision and Values:	"Our Borough - The Place To Be" (Vision)
Report Implications:-	
Legal:	There are no implications arising from this report.
Financial:	The implications are as set out in this report.
Corporate Risk Management:	Decreasing Financial Resources / Increasing Financial Pressures (CR1) Reputation Damage (CR4) Economy / Regeneration (CR9)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable

Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
Statutory Officers' Comments:-	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
Consultees:	None.
Background Papers:	None.
Appendices:	1. Capital Programme (2022/23) (To Follow)

1. Introduction

- 1.1 In February 2022, the Council approved its budgets for the General Fund Revenue, HRA and Capital Programme for 2022/23.
- 1.2 There have since been approved changes to the General Fund Capital Programme. The Changes were approved to facilitate additional fleet requirements and the Council accommodation move to Brocks Hill. At quarter 3, slippage of the capital programme into 2023/24 was reported, resulting in the revised capital programme budget for 2022/23.
- 1.3 As reported in previous budget monitoring reports for 2022/23 the economic conditions in the UK worsened throughout the year.
- 1.4 This report also provides an update on the full year actual costs of the Cost of Living support proposals approved by Full Council in November 2022.

2. Financial Overview

- 2.1 The draft outturn position for the General Fund Revenue is a £439k overspend, in the region of 6% of the council's overall net revenue spend budget. This compares to a forecast £425k overspend reported at Quarter 3. The main cause of the overspend relates to pay inflation for implementing the national pay award and reduced management fee from the Leisure Centre Operator.
- 2.2 On the Housing Revenue Account, the draft outturn position is a deficit of £119k, this compares to an original budgeted deficit of £50k. The outturn position has improved since the Q3 reported position of a forecast deficit of £294k. The main reason for the movement in the draft outturn from the Q3 forecast is a reduction in repairs and maintenance costs due to being able to capitalise some major void costs.
- 2.3 The capital programme outturn for 2022/23 shows actual spend of £4.643m against a £5.521 revised budget, with £793k required to be slipped into 2023/24, representing 14% of the revised budget.
- 2.4 Inflationary pressures continue to affect all services across the Council such as substantially increased costs for contracts, utility costs, fuel, supplies and services, building material and repair costs.

3. Cost of Living Support Update

3.1 At the Full Council Meeting on 15 November 2022 funds were identified for specific proposals to provide support to residents and businesses through the Cost-of-Living crises. Table 1 shows the value of awards in 2022/23 for each approved support proposal.

Table 1 – General Fund Cost of Living Support

Area	Upper Value	Actual	Remaining Grant
Top up DHP with £50,000 of Council funding	£50,000	£15,389	£34,611
Top up the Council funded Discretionary Council Tax Support Fund	£5,000	£5,000	£0
Support and promote public-sector partner-led "Warm Hubs"	£5,000	£5,000	£0
Consider and action requests for support from 3 rd sector partners	£10,000	£8,188	£1,812
Residual funds – ability to be drawn down by the Strategic Director/Section 151 Officer in consultation with the PFDC Chair, for additional needs identified	£10,000	£4,685	£5,315
Total General Fund Cost of Living reserve	£80,000	£38,262	£41,738

Table 2 - HRA Cost of Living Support

Area	Upper Value	Actual to Date	Remaining Grant
Create a new £10,000 HRA Hardship Fund for supporting Council Tenants	£10,000	£0	£10,000
Residual funds – ability to be drawn down by the Strategic Director/Section 151 Officer in consultation with the PFDC Chair, for additional needs identified	£20,000	£0	£20,000
Total HRA Cost of Living reserve	£30,000	£0	£30,000

3.2 The HRA schemes were launched, no applications were received that met the scheme criteria and applicants were able to be signposted to other agencies for support.

3.3 The allocations that remained unspent have been transferred back to the earmarked reserves they were originally funded from.

4. General Fund Outturn 2022/23

4.1 Table 3 below sets out the draft General Fund Revenue Outturn Position for 2022/23 of £439k overspend compared to the current revised budget.

Table 3 – General Fund Outturn 2022/23

Service	Budget 2022/23	Revised Budget 2022/23	Actual	Variance
	£	£	£	£
Senior Leadership Team	427,730	427,730	445,235	17,505
Covid 19 Funding	0	174,826	177,599	2,773
Finance & Resources (Including Corporate Budgets)	2,344,683	2,389,529	2,420,635	31,107
Law & Democracy	654,170	656,670	645,744	(10,926)
The Built Environment	897,020	740,599	783,967	43,368
Community & Wellbeing	(10,643)	65,616	320,065	254,449
Waste Services	1,050,370	1,055,370	1,128,622	73,252
Customer Service & Business Transformation	1,604,896	1,661,578	1,666,567	4,988
HRA Recharge	(1,240,435)	(1,240,435)	(1,306,176)	(65,741)
Capital Financing	679,800	679,800	687,991	8,191
Net Revenue Expenditure	6,407,591	6,611,283	6,970,249	358,966
Earmarked reserves	(125,272)	(323,964)	(323,964)	0
General Fund Supplementary		(5,000)	(5,000)	0
Funding	(6,282,319)	(6,282,319)	(6,202,291)	80,028
Budget Deficit/(Surplus)	0	(0)	438,994	438,994

4.2 The remainder of Section 4 provides explanation of the main variances for each Service Area.

Senior Leadership Team (SLT) – Overspend (£18k).

Service	Variance £'000	Reason for Variance
Inflation – Pay	10	Actual pay award 2022/23 greater than budgeted.
SLT	8	Salary oncosts greater than budgeted.
Total	18	

Finance and Revenues and Benefits – Overspend (£31k).

Service	Variance £'000	Reason for Variance
Inflation – Pay	51	Actual pay award 2022/23 greater than budgeted.
Finance	(78)	£13k underspend on Civica software due to a credit being received in relation to the previous year. £65k net income achieved regarding Bushloe Developments.

Insurance	33	Insurance renewed in September each year was not in line with previous growth rates due to economic market conditions.
Net Cost of Benefits	57	Underachieved income as level of benefit overpayments raised was less than budgeted. There has been minimal movement since the Q3 forecast.
Revenues & Benefits	142	Agency costs to cover vacancies to deliver statutory service. Some agency resources were required to deliver additional work required by central government and costs were off set with New Burdens Funding (see the line below). The Revenues and Benefit Service restructure has now concluded and recruitment to permanent positions is complete. This will mitigate the use of agency staff in the future.
New Burdens – Revenues and Benefits	(159)	Unbudgeted New Burdens Grants received in year for additional workload required by central government.
Council Tax	(15)	Actual Court Cost income received exceeding budget by £15k.
Total	31	

Law & Democracy – Underspend (£11k).

Service	Variance £'000	Reason for Variance
Inflation – Salary	30	Actual pay award 2022/23 greater than budgeted.
Election Expenses	(74)	£48k salary savings in relation to the vacant Democratic Services Manager post being merged with another post and now filled by the Legal and Democratic Services Manager and Deputy Monitoring Officer. £23k over achieved income on election expenses claimed compared to budget. There was small underspend of £3k on computer software.
Register of Electors	(16)	Postage and printing saving. Postage and printing needs fluctuate depending on demand which is impacted on by the election cycle.
Legal & Admin Service	(6)	Legal costs of £25k incurred in relation to works in default at a premises in Long Street. The court hearing was in favour of the council and cost will be recovered but the timing is unknown. This is being offset by £43k compensation received and due arising from an historic fraud case. £9K underachieved income due to less chargeable work undertaken in the year and £3k net overspends on other areas.

Taxi Licences	17	Underachieved income on taxi licences against budget. Income was higher than previous year.
Licensing Service	47	£80k under achievement of Private Landlord Property Licence, offset by £29k capitalisation of salary costs for work on the decarbonisation capital schemes and a £4k net underspend on other areas.
Other	(9)	
Total	(11)	

The Built Environment – Overspend (£43k).

Service	Variance £'000	Reason for Variance
Inflation – Salary	50	Actual pay award 2022/23 greater than budgeted.
Economic Development	(87)	Vacancy savings and capitalisation of salary cost for posts involved in delivering capital projects. Forecast underspend increased by £20k from Q3 position.
Planning Policy, Planning Control & Planning Section	71	Currently there are national recruitment difficulties for planners, and some vacant positions have needed to be filled by agency staff in order to maintain the service. However, during Q3 and Q4 permanent recruitments have taken place to replace agency staff. Since the Q3 forecast savings and increase in income have occurred of £22k in planning fees, £9k underspend in regeneration projects and £13k of vacancy savings and capitalisation of salaries.
Homelessness	(15)	In Q4 there was a catch up of Q3 Housing Benefit Payments which almost breaks even with emergency accommodation costs at the end of the year. There was further grant 'Homes for Ukraine' £54k received at end of year which further decreased overspend on salaries not provided for in 2022/23 budget (provided for in 23/24 budget onwards). Non-renewal on a lease of temporary accommodation property. There was further increase in income from 3rd party properties (Orchard Property Group) of around £30k from Q3 forecasts.
Belmont House Hostel	24	Reduction in Housing benefit income due to reduction in occupancy during the pandemic. The hostel is back to full occupancy, as of the end of Q3. This has increased income by £12k since Q3.
		Other
Total	43	

Community & Wellbeing – Overspend (£254k).

Service	Variance £'000	Reason for Variance
Inflation – Pay	51	Actual pay award 2022/23 greater than budgeted.
SLM contractual variance	202	The contract has been operating on an open book basis throughout the year. This has resulted in loss of income against the budget.
Cemeteries	41	Under achievement of income due to reduced usage compared to budget and previous year.
Car Parks	(38)	Transactional fees and other running costs of scheme are exceeding budget. There have been some fees relating to car parking that were higher than budgeted (NPU Levy £10k higher than budget, Metric fees of £10k not budgeted). This is being offset by increased income generated by a higher level of usage than anticipated.
Grounds Maintenance	25	Recharge to housing for ad hoc work in-year was not achieved and there was overspend on ground maintenance operative salary costs.
Structural Maintenance	(8)	Underspend due to less repairs of building and repairs of play areas than budgeted.
Public Convenience	(14)	Refund on business rates.
Other	(5)	-
Total	254	

Waste Service – Domestic, Recycling & Green Waste Overspend (£73k).

Service	Variance £'000	Reason for Variance
Inflation – Pay	61	Actual pay award 2022/23 greater than budgeted.
Inflation – Diesel	62	Overspend in diesel costs for fleet – The fuel market is volatile and continues to fluctuate – the actual spend was £6k under the forecast position at Q3.
Domestic Refuse Collection	(14)	Mainly due to underspend in salaries and agency costs. Actual cost of agency lower than initially forecasted due to improved staffing levels & reduced sickness absences. Additional reliance on agency to cover long term sickness which has now been resolved.
Recycling Collection	9	Overspend on salary and agency costs due to staffing levels and sickness. Partially off-set by the ceasing of the public cleansing recharge.
White Goods Collection Service	(10)	There has been an increase in white goods collection income this year compared to budget.

Garden Waste Collection	(36)	There has been an increase in garden waste collections permits sold this year, resulting in additional income.
Garden Waste Collection	(12)	There has been savings on photocopier and printer costs for this financial year.
Workshop – Repairs and Maintenance	26	There were £15k costs to repair damage to the workshop which was not covered by insurance. There was further £16k overspend for buy in of specialist services required annually. This cost has been provided for in the 23/24 budget onwards. Further savings of £5k from Q3 on various budget areas.
Travel and Expenses	(9)	There has been savings on travel and expenses for this financial year.
	(4)	Other
Total	73	

Customer Services and Transformation – Overspend (£5k).

Service	Variance £'000	Reason for Variance
Inflation – Salary	48	Actual pay award 2022/23 greater than budgeted.
Human Resources	(29)	Underspend due to HR team vacancies throughout the year, HR Manager now in post and team at establishment at the end of February 23.
Communications and Marketing	(11)	Service responsibilities and budgets moved into Communications and Marketing. Service towards end of the year. The needs are being reviewed and budgets realigned in 2023/24.
Head of Customer Services & Transformation	(16)	Salary saving due to change in personnel
Customer Services Improvement	(73)	Salary saving for the first quarter of the year when the Customer Service Improvement Manager position was vacant. The post has now been filled. The remainder £50k costs are in relation to supporting transformation is to be capitalised under flexible use of capital receipts.
ICT	87	Overspend in relation to corporate networking and increase in council wide software costs. This has been reflected in 23/24 budget onwards.
	(1)	Other
Total	5	

HRA Recharges – Over-achieved (£66k)

Service	Variance £'000	Reason for Variance
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HRA Recharge	(66)	Corporate Management Recharge to General Fund increased to include HRA Pension Lump sum which is paid through General Fund.
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Capital Financing - Overspend (£8k)

Service	Variance £'000	Reason for Variance
Debt Charges	8	Overspend on interest costs on short term borrowing resulting from increased interest rates due to the current economic climate. Forecast overspend has reduced since previous forecasts as less borrowing was required due to capital programme slippage.

Funding – Underachieved (£80k)

Service	Variance £'000	Reason for Variance
Business Rates	(80)	This is a result of an increase in levy payment in 2022/23. The increase in levy payment is due to business rates retained for the year being higher than budgeted, however due to the complexities of the business rates system the benefit of the higher business rates achieved will not be recognised until future years.

5. General Fund Reserve Balance

- 5.1 The General Fund reserve after the repurposing of earmarked reserve completed at quarter 2 and quarter 3 was £1.925m, with the overspend of £439k needing to be funded from the general fund reserve, the closing balance as at 31 March 2023 is £1.486m.
- 5.2 Whilst this is in line with the quarter 3 forecast and the MTFP assumptions, it is important to remind members of the MTFP position. Which is that after taking into account the budgeted gap of £431k for 2023/24, the forecast balance for the General Fund reserve as at 31 March 2024 is £1.047m. This is considered low and outside safe tolerance levels.
- 5.3 At this stage, this does not consider the potential additional funding that will flow to the council as a result of the distribution of the accumulated funds within the business rates pool. This funding will present an opportunity to increase reserves on the basis that the funding is to be utilising to fund growth related activity the council has already funded. The value currently remains unconfirmed pending discussions between all councils in Leicestershire.
- 5.4 Even with the potential bolstering of the general fund reserve from the accumulated funds within the business rates pool, it is the ongoing budget gaps that need to be addressed at pace. It is imperative that SLT and members focus urgently on addressing the financial challenge.

6. Housing Revenue Account (HRA)

6.1 The position on the account as the end of Quarter 4 is set out in the Table below.

Table 4 - HRA Budget Monitoring 2022/23

	Original Budget 2022/23	Actual 2022/23
	£'000	£'000
Net Cost of Services on the HRA	(575)	(395)
Capital Charges	625	514
Revenue Contributions to Capital Appropriations to Earmarked Reserves	0	0
	50	119

Actual Balance b/f HRA a/c	(1,139)	(1,155)
Budget Deficit in the Year	50	119
Balance c/f HRA a/c	(1,089)	(1,036)

6.2 The Housing Revenue Account has a deficit of £119k as at end of year compared to a budgeted deficit of £50k. The explanation of the £69k variance are detailed below.

Service	Variance £'000	Reason for Variance
Council Tax on Void Properties	(5)	Council tax on void properties is £5K lower than budgeted as the HRA received a refund for the overpayment of prior year bills.
Rents and Service Charges	(18)	There has been an increase in income of £9K from service charges for leasehold flats as a result of increases to the management and caretaker charges. We have also received an additional £9K in rental income from dwellings.
Major Repairs Contribution	173	This is calculated based on the asset values and useful life as 31 March 2023, as required by accounting regulations. The contribution is taken to the Major Repair Reserve to fund major repairs capital expenditure.
Provision for Bad Debts	(78)	The assessment of the level of bad debt provision required at 31 March 2023 has resulted in a small amount being released from the provision compared to the budgeted position requiring a £75k contribution to the reserve.
Computer Software	46	There has been increased costs as a result of our move to a managed service for our Housing IT system of £46K. However, the move to a managed service will deliver improvements in the effective use of the IT system, which in turn will result in efficiencies in terms of staff time.

Corporate Management Contribution	66	The Corporate Management Recharge to GF increased by £66K. £50K is the HRA Pension Lump sum and the remainder is due to increased support service costs.
Compensation	8	Compensation amounting to £8K paid for 2 housing disrepair claims. It is usual that Council's managing a housing stock have to pay legal fees and compensation on occasion. However, historically there has been no budget allocated for this which has led to the impact on the variance. This has been rectified in 23/24.
Resident Involvement	(12)	The costs of delivering the planned tenant involvement work were not as high as provided for in the budget, creating a saving of £6K. In addition, income of £6K was received from DLUHC for work related to Tenant Satisfaction Measures which will commence in 23/24.
Housing Tenancy Management posts	10	Agency staff spend due to difficulty experienced in recruiting for the vacant Community Housing Officer posts.
Communal Heating Charges	70	Gas prices have substantially increased from October 2022 onwards with the energy bill reduction scheme reducing some of our costs. Income from heating charges for all 3 schemes was not enough to cover our costs. Quarterly reviews are to be undertaken in 2023/24 to ensure our costs are being covered.
Communal Areas	9	Sharp increase in electricity charges for the year (£19K). Off set by savings of £10K from day-to-day repairs and maintenance of speech call and other systems at our sheltered schemes.
Repairs & Maintenance	(91)	Underspend as fewer voids and planned work completed offset by overspends in responsive and gas servicing repairs.
Capital Charges	(111)	This favourable movement in interest costs is based on our capital programme and current borrowing requirement, which will not reach the levels budgeted for.
	2	Other
	69	

7. Capital Programme

7.1 Table 5 shows a summary of the 2022/23 capital programme, and the full capital programme is shown in Appendix 1 including explanations of the variances.

Table 5 – Capital Programme Summary

Fund	Revised Budget 2022/23	Final Outturn	Variance to Budget
	£'000	£'000	£'000
General Fund	4,483	3,737	(746)
Housing Revenue Account	1,038	906	(132)
Total	5,521	4,643	(878)

7.2 The capital programme outturn for 2022/23 shows actual spend of £4.643m against a £5.521 revised budget, with £793k required to be slipped into 2023/24, representing 14% of the revised budget. The remainder of the variance represents net underspends of £85k across the capital programme.

To Follow

Agenda Item 8



Policy, Finance and Development Committee	Tuesday, 27 June 2023	Matter for Information
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Report Title: **Treasury Management Annual Report 2022/23**

Report Author(s): **Bev Bull (Head of Finance / Deputy S151 Officer)**

Purpose of Report:	This report details the performance and activities of the authority's treasury management function for the financial year 2022/23.
Report Summary:	Treasury management is defined as the management of the organisation's cash flows, its banking, money market and capital market transactions; the effective control of the risks associated with those activities and the pursuit of optimum performance consistent with those risks.
Recommendation(s):	That the Committee note the content of the report and appendices.
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	<p>Bev Bull (Head of Finance / Deputy S151 Officer) (0116) 257 2649 bev.bull@oadby-wigston.gov.uk</p> <p>Rashpal Sohal (Finance Manager) (0116) 257 2705 rashpal.sohal@oadby-wigston.gov.uk</p> <p>Simon Ball (Senior Business Partner) (0116) 257 2624 simon.ball@oadby-wigston.gov.uk</p>
Strategic Objectives:	Our Council (SO1)
Vision and Values:	"Our Borough - The Place To Be" (Vision) Proud of Everything We Do (V2) Collaborative and Creative (V3) Resourceful & Resilient (V4)
Report Implications: -	
Legal:	There are no implications arising from this report.
Financial:	The implications are as set out in this report.
Corporate Risk Management:	Decreasing Financial Resources / Increasing Financial Pressures (CR1) 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:	The report is satisfactory.
Consultees:	None.
Background Papers:	None
Appendices:	1. Schedule of PWLB Loans (2022/23) 2. List of Investments (2022/23) 3. Investment Strategy (2022/23)

1. Introduction

- 1.1 The Treasury Management Strategy and Statement is approved by Council prior to the commencement of the financial year, and subsequently, the Treasury Management Annual Report provides Members with a summary of actual activity during the year 2022/23. The report is required to comply with both the "Code of Practice on Treasury Management in Local Government" and the Council's own Treasury Management Policy Statement.
- 1.2 The Code requires the Section 151 Officer to ensure that the treasury management function operates in accordance with treasury management practices adopted by Council. There are no issues of non-compliance with these practices that need to be brought to Member's attention.
- 1.3 Under the Prudential Code for Capital Finance, the Council is required to prepare a number of prudential indicators against which treasury management performance is to be measured.
- 1.4 The details of all borrowing and investment transactions for 2022/23, together with the performance of the treasury management function against prudential indicators are given below.

2. Borrowing

- 2.1 As outlined in the treasury strategy, the Council's chief objective when borrowing has been to strike an appropriately low risk balance between securing lower interest costs and achieving cost certainty over the period for which funds are required. During the year the Council has continued to manage its borrowing needs through short-term borrowing.
- 2.2 The borrowing position as at 31st March 2023 and the year-on-year change is shown in Table 1 below:

Table 1 – Borrowing Summary 2022/23

	31/03/2022 Balance £m	2022/23 Movement £m	31/03/2023 Balance £m
Long-term borrowing	19.155	-1.092	18.063
Short-term borrowing	18.506	-2.500	16.006
Total borrowing	37.661	3.592	34.069

A detailed breakdown of all borrowing is provided at **Appendix 1:**

- 2.3 **Long Term** - The Authority can borrow on a long-term basis from the Public Works Loans Board (PWLB). At the beginning of the year the value of the outstanding loans was £19.155m, comprising £14.089m relating to the HRA, and £5.066m relating to the general fund. £86k of principle was repaid in year, with £1.006m of long-term borrowing reclassified to short term borrowing, as the time to maturity fell under 365 days, and no additional long-term borrowing was undertaken, leaving the balance at £18.063m.
- 2.4 **Short Term** (Less than 365 days in duration) - At the beginning of the year the value of the outstanding short term loans was £18.506m, comprising of £1.006m PWLB loans reclassified to short-term and £17.5m of loans with other counterparties, during the year these were all repaid, and new short term borrowing of £15m has been undertaken and a further £1.006m of long term borrowing has been reclassified to short-term, as the time until maturity now falls within 365 days, giving the total short-term borrowing balance at £16.006m.

Cost of Borrowing

- 2.5 The cost of both long and short-term borrowing rose dramatically over the year, with rates at the end of March around 2% - 4% higher than those at the beginning of April. Rate rises have been driven primarily by inflation and the need for central banks to control this by raising interest rates. The PWLB 10 year maturity certainty rate stood at 4.33% at 31st March 2023, 20 years at 4.70% and 30 years at 4.66%.
- 2.6 The Interest paid on all loans during 22/23 is shown in Table 2 below:

Table 2 – Interest paid on loans during 2022/23

Loan £000's	Loan Type	Maturity Date	Interest Rate	Interest £000's
500	Long Term	29/03/2052	4.10	21
4,566	Long Term	30/06/2055	2.66	121
14,089	Long Term	Various	2.98*	446
1,006	Short Term	28/03/2024	2.70	27
3,000	Short Term	27/02/2023	0.38	11
4,500	Short Term	27/02/2023	0.40	22
5,000	Short Term	03/08/2022	0.28	7
5,000	Short Term	31/10/2022	0.85	27
2,000	Short Term	09/09/2023	1.5	25
8,000	Short Term	24/01/2024	4.10	40
5,000	Short Term	26/02/2024	4.20	19
			TOTAL	766

* Average Interest rate for loans

3. Investments

3.1 During 2022/23, the Council was in a position where it often had temporary cash surpluses to invest. When considering investments, the Council must consider the following factors;

- Security – the Authority has a counterparty list, based on credit ratings, within its Investment Strategy that is approved prior to the commencement of the financial year. The current list and basis of approval is attached at Appendix 3;
- Liquidity – because of the fluctuation of cash flows, there is always a need to have a mix of investments that are realisable when required;
- Yield – probably the least important consideration as often higher yields mean greater risks.

Given the current economic climate, and the attendant volatility and uncertainty in the financial markets, security must be the most important factor of the three listed above.

3.2 For 2022/23 surplus cash was invested in the following ways.

Special Interest-Bearing Account – This account is held with National Westminster Bank plc. It can be used for deposits up to £5 million and presently pays interest at 1.35%.

Money Market Deposits – Used for larger amounts, up to £1.5 million. The list of institutions approved for investment was agreed at Committee on 1 February 2022 and is included again for reference in **Appendix 3**. The investments fall into two categories;

- Money on Call – These investments run for a minimum of 7 days after which they can be recalled at any time. Interest rates are variable and can fluctuate during the life of the investment;
- Fixed Deposits – Investments which mature at a pre-arranged date. The interest rate is fixed for the life of the investment.

The total interest received for the year to 31 March 2023 on temporary investments amounted to £92,168 (2021/22 £7,512). A summary of the total amount invested in 2022/23 is given at **Appendix 2**.

4. Prudential Indicators

4.1 The Local Government Act 2003 requires Councils to comply with the Prudential Code for Capital Finance in Local Authorities when carrying out their budgeting and treasury management activities. Fundamental to this is the calculation of a number of prudential indicators which provide the basis for management and monitoring of borrowing and investments. These indicators were agreed by Council on 24 February 2022.

4.2 **The Capital Financing Requirement (CFR)** – This represents the Council's underlying need to borrow for capital purposes, based on the cumulative value of

capital expenditure not fully paid for. The CFR will change year on year in accordance with the value of capital spending.

- 4.3 The key control over treasury activities is to ensure that over the medium term, net borrowing will only be for capital purposes. The Authority must ensure that net external borrowing does not, except for short periods, exceed the total of the CFR. A comparison of the estimate against the actuals is shown in Table 3 below.

Table 3 – Borrowing and CFR 2022/23

	2022/23 Original Estimate £000's	2022/23 Revised Estimate £000's	2022/23 Actuals £000's
Gross Borrowing	38,069	34,069	34,069
Investments	0	0	0
Net Borrowing 31st March	38,069	34,069	34,069
Total CFR 31st March	38,967	40,145	39,720

The Section 151 Officer reports that the Council complied with the requirement to keep borrowing below the relevant CFR in 2022/23 and no difficulties are foreseen for the current or future years.

- 4.4 **Borrowing Levels** – The following two indicators control the overall level of borrowing;

- **The Authorised Limit** – This represents the limit beyond which borrowing is prohibited and needs to be set and revised by Members. It reflects the level of borrowing which, while not desired, could be afforded in the short term, but is not sustainable. It is the expected maximum borrowing need with some headroom for unexpected movements. This is the statutory limit determined under section 3(1) of the Local Government Act 2003;
- **The Operational Boundary** – This indicator is based on the probable external debt during the year. It is not a limit and actual borrowing could vary around the boundary for short times during the year. It should act as a barometer to ensure the authorised limit is not breached;
- **The actual borrowing compared to the Authorised and Operational limits agreed by Council are shown in Table 4.**

Table 4 – Authorised Limit and Operational Boundary 2022/23

	2022/23 Original Limit £000's	2022/23 Revised Limit £000's	2022/23 Actual (Max) £000's
Authorised Limit	48,000	48,000	34,069
Operational Boundary	43,000	43,000	34,069

- 4.5 This indicator compares net financing costs (borrowing costs less investment income) to net revenue income from revenue support grant, business rates, housing revenue

account subsidy, Council tax and rent income. The purpose of the indicator is to show how the proportion of net income used to pay for financing costs is changing over time. The indicator is shown in Table 5:

Table 5 – Ratio of Financing Costs to Net Revenue Stream 2022/23

	2022/23 Original Estimate %	2022/23 Revised Estimate %	2022/23 Actual %
General Fund	11.3	11.3	11.8
HRA	10.1	10.1	9.9

- The above indicator shows that within the General Fund, financing costs are equivalent to 11.8% of the net revenue income. The actual ratio is above the estimated position due to the net revenue and financing costs being greater than estimated.
- In the case of the HRA the net interest payable is equivalent to 9.9% of the net revenue income. This was almost in line with estimate as the HRA finance is long term, and the interest rates are fixed.

4.6 Limits on Activity – The following indicators constrain the activity of the treasury function to within certain limits, thereby reducing the risk of an adverse movement in interest rates impacting negatively on the Council’s overall financial position.

- **Upper Limits on Variable Rate Exposure** – This indicator identifies a maximum limit for variable interest rates;
- **Maturity Structures of Borrowing** – These gross limits are set to reduce the Council’s exposure to large, fixed rate sums falling due for refinancing;
- **Total Principal Funds Invested for longer than a year** – This limit is set to reduce the need for early sale of investments and is based on the availability of investments after each year-end. The Council has no sums invested for longer than a year.

(Continued overleaf)

Table 6 – Interest Rate Exposure and Maturity Structure of Borrowing 2022/23

	2022/23 Original Indicators		2022/23 Revised Indicators		2022/23 Actual Maturity Structure	
	%		%		%	
Fixed Interest Rates Limit	100		100		100	
Variable Interest Rates Limit	100		25		0	
Maturity Structure of Borrowing	Lower	Upper	Lower	Upper	Lower	Upper
Under 12 Months	0	50	0	50	0	47
12 Months to 2 Years	0	50	0	50	0	3
2 Years to 5 Years	0	50	0	50	0	9
5 Years to 10 Years	0	100	0	100	0	15
10 Years & Above	0	100	0	100	0	26

The Prudential Code requires indicators to be set for the maturity structure of fixed borrowings only.

Loans Schedule as at 31 March 2023

Schedule of PWLB Loans (HRA Self – Financing Settlement)

Principal (£)	Rate of Interest (%)	Date of Maturity
1,006,333	2.70	28/03/2024*
1,006,333	2.82	28/03/2025
1,006,333	2.92	28/03/2026
1,006,333	3.01	28/03/2027
1,006,333	3.08	28/03/2028
1,006,333	3.15	28/03/2029
1,006,333	3.21	28/03/2030
1,006,333	3.26	28/03/2031
1,006,333	3.30	28/03/2032
1,006,333	3.34	28/03/2033
1,006,333	3.37	28/03/2034
1,006,333	3.40	28/03/2035
1,006,333	3.42	28/03/2036
1,006,333	3.44	28/03/2037
14,088,668	Total	

Schedule of PWLB Loans (General Fund)

Principal (£)	Rate of Interest (%)	Date of Maturity
500,000	4.10	29/03/2052
4,480,226	2.66	29/06/2055
4,980,226	Total	

All PWLB debts are long term with exception of the loan marked *, this is categorised as short term as due for repayment within the next year.

Other loans (General Fund)

Principal (£)	Rate of Interest (%)	Date of Maturity
2,000,000	1.95	01/04/2023
7,000,000	4.10	01/04/2023
9,000,000	Total	

Other loans (HRA)

Principal (£)	Rate of Interest (%)	Date of Maturity
1,000,000	4.10	01/04/2023
5,000,000	4.20	01/04/2023
6,000,000	Total	

All other loans are short term.

Appendix 2

Total investments placed during the period
1 April 2022 to 31 March 2023

	Cumulative No. Of Investments In Year		Total Value Invested in Year £ 000's
British Clearing Banks			
National Westminster Bank plc	211		80,303
Local Authorities			
Thurrock Borough Council	1		5,000
Cornwall County Council	3		11,000
Torfaen Borough Council	1		2,000
Dover District Council	1		2,000
Leeds City Council	1		3,000
	218		103,803

Appendix 3

Appendix 3

INVESTMENTS STRATEGY 2022/23

1.0 Introduction

This strategy is written in accordance with guidance issued under section 15 (1) (a) of the Local Government Act 2003, the Department of Communities and Local Government (DCLG) Guidance on Local Authority Investments issued in April 2010, any revisions of that guidance, the Audit Commission's report on Icelandic investments and the revised CIPFA Treasury Management in Public Services Code of Practice and Cross Sectoral Guidance Notes (2017).

The objectives of this strategy are to:

- Security - facilitate investment decisions which ensure that the Council's investment sums remain secure
- Liquidity - ensure the liquidity of investments so that the Council has sufficient cash resources available to carry out its functions at all times
- Optimum Yield - achieve the maximum return on investments after taking into account security and liquidity

2.0 Current Investments

Surplus funds arising from day to day operations are invested based on the most up to date forecasts of interest rates and in accordance with the Council's cash flow requirements in order to gain maximum benefit from the Council's cash position throughout the year. In the current financial climate only specified investments will be considered as set out below.

3.0 Investments: Loans

In accordance with relevant guidance, all investments will be placed with counterparties included on the Council's approved list. Institutions with which specified investments will be made include:

- UK government institutions and other local authorities
- institutions which have been awarded a high quality credit rating by a credit rating agency

The length of time an investment can be placed for is specified below under each category of counterparty, normally this will be no longer than 364 days.

Non-Specified Investments are any investment not meeting the definition of a specified investment above. The Authority does not intend to make any investments denominated in foreign currencies, nor any that are defined as capital expenditure by legislation, such as company shares. Non-specified investments will therefore be limited to long-term investments, i.e. those that are due to mature 12 months or longer from the date of arrangement, and

investments with bodies and schemes not meeting the definition on high credit quality.

The Council's Treasury Management Practice note 1 (3) states that 'The Section 151 Officer will be responsible for preparing for the Council a list of institutions in which the Council's funds may be invested. This list will be supported by details of the criteria employed to assess the various credit standings of counterparties'. The following credit ratings will be considered:

- Long-term ratings – these range from the highest rating of AAA to the lowest rating of D. As the title suggests, this indicator reflects the long-term stability of the institution.
- Short-term ratings - These have a time horizon of less than 12 months and therefore place greater emphasis on the liquidity necessary to meet financial commitments in a timely manner. As most of the Council's investments are expected to be for less than 364 days, this is of particular importance. The ratings are F1 (highest credit quality), F2 (good credit quality), F3 (fair credit quality) and B to D (representing various levels of potential default).
- Individual ratings – These range from the highest of A to the lowest of F. This rating is only assigned to banks and attempts to assess how it would be viewed if it were entirely independent and could not rely upon external support.
- Support ratings – These range from 1 to 5 with 1 being the highest. It is a judgement on whether a bank would receive support should this become necessary. It is assumed that any such support would come from the sovereign state or institutional owners.

The Council's counterparty list needs to provide security for the amounts invested whilst containing a sufficient number of institutions with which to place funds. For the purpose of this strategy in respect of Categories 1 and 2 below, only counterparties that meet all of the following criteria will be considered for investment.

- UK banks
- Building societies with asset bases in excess of £6 billion.
- By reference to all three major credit rating agencies (Fitch, Standard and Poor's, Moody's) only those that reach the minimum standard for the lowest agency rating set out.

Category 1

The minimum ratings that will be considered for all agencies are set out below:

Term	Credit Agency		
	Fitch	Moody's	S & P
Short	F1	P1	A1
Long	AA-	AA3	AA-
Individual	C	D	
Support	3		

For any organisation that meets the above criteria, up to £1.5m may be invested at any one time for a maximum duration of 364 days.

Any building society that meets the above criteria must also have an asset base in excess of £6 billion.

Category 2

The minimum ratings that will be considered for all agencies are set out below:

Term	Credit Agency		
	Fitch	Moody's	S & P
Short	F1	P1	A1
Long	A	A2	A1
Individual	C	D	
Support	3		

For any organisation that meets the above criteria, up to £1m may be invested at any one time for a maximum duration of 12 months.

Any building society that meets the above criteria must also have an asset base in excess of £6 billion.

Other counterparties that can be used and any restrictions applicable are set out below.

Debt Management Office

Investments of a maximum duration of 6 months can be made with this Government department.

Public Authorities in England, Scotland and Wales

Investments totalling up to £5m at any one time with a maximum duration of three years can be made with these bodies. These include local government, fire and police authorities.

Money Market Funds

Investments of up to £1.5m per fund at one time can be made provided they are AAA rated.

Credit ratings are monitored on a daily basis using Sector's credit rating service by the Section 151 Officer who will determine the amendments to be made to the counterparty list when credit ratings change.

Property Funds

Investments up to £5m. CCLA Property Fund investment will be the Council's only Non-Specified Investment and there is a limit of £5 million for this asset class

The proposed counterparty list for investments is given at Annex 3.1.

The period for which investments are placed will be based on the Council's cash flow forecasts and estimates of movements in interest rates. The Council generally does not expect to place investments for longer than 364 days although this situation will be kept under review by the Section 151 Officer should a longer term investment opportunity occur. Long-term investments will only be made where it is clear that surplus cash resources are not required for the day to day financing of the Council's activities. The maximum period for any long-term investments will be the three-year planning cycle covered by this strategy.

EXTERNAL INVESTMENT OF FUNDS - APPROVED INSTITUTIONS

Category 1

Restrictions	
Max Amount £m	1.5
Duration	364 days
Asset Base (Building Societies Only)	£6 bn

Category 2

Restrictions	
Max Amount £m	1
Duration	364 days
Asset Base (Building Societies Only)	£6 bn

The following institutions will also be classed as Category 2 although they currently may not meet the exact criteria.

Barclays Bank Plc

Lloyds Bank Plc

HSBC Plc

Santander UK Plc

National Westminster Bank Plc
Royal Bank of Scotland Plc
Bank of Scotland Plc
Nationwide Building Society

Debt Management Office

Restrictions	
Max Amount £m	N/A
Duration	6 months

Operated by a National Government Department

Public Authorities in England, Scotland and Wales

Restrictions	
Max Amount £m	5
Duration	3 Years

All public authorities (including local government, fire and police authorities) in England, Wales and Scotland.

Money Market Funds

Restrictions	
Max Amount £m	1.5
Duration	N/A

Funds must be AAA-rated and operated by a company regulated by the Financial Services Authority. The Section 151 Officer, under delegated powers, will choose the appropriate fund(s).

CCLA Property Fund

Restrictions	
Max Amount £m	5
Duration	N/A

Funds must be AAA-rated and operated by a company regulated by the Financial Services Authority. The Section 151 Officer, under delegated powers, will choose the appropriate fund(s).

Agenda Item 9



Policy, Finance and Development Committee	Tuesday, 27 June 2023	Matter for Information
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Report Title:

Budget Book 2023/24

Report Author(s):

Bev Bull (Head of Finance / Deputy Section 151 Officer)

Purpose of Report:	To communicate the budget book 2023/24 to members of the Policy, Finance and Development Committee.
Report Summary:	To communicate the publication of the budget book 2023/24 and give elected members the opportunity to ask for explanations on budget lines and movements in budgets.
Recommendation(s):	That the committee note that the Budget Book for 2023/24 is available.
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	Sal Khan (Interim Strategic Director / Section 151 Officer) sal.khan@oadby-wigston.gov.uk Bev Bull (Head of Finance / Deputy Section 151 Officer) (0116) 257 2649 bev.bull@oadby-wigston.gov.uk Rashpal Sohal (Finance Manager) (0116) 257 2705 rashpal.sohal@oadby-wigston.gov.uk
Strategic Objectives:	Our Council (SO1)
Vision and Values:	"Our Borough - The Place To Be" (Vision) Customer & Community Focused (V1) Proud of Everything We Do (V2) Collaborative & Creative (V3)
Report Implications:-	
Legal:	There are no implications arising from this report.
Financial:	There are no implications directly arising from this report.
Corporate Risk Management:	Decreasing Financial Resources / Increasing Financial Pressures (CR1) Political Dynamics (CR3) Reputation Damage (CR4)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
Statutory Officers' Comments:-	

Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
Consultees:	None.
Background Papers:	<ul style="list-style-type: none"> • Exempt Report and Minutes entitled 'Budget Proposals (2023/24) (Exempt)' to Policy, Finance and Development Committee on 15 November 2022 • 2023/24 Draft Revenue Budget, Medium Term Financial Plan and 2023/24 - 2025/26 Draft Capital Programmes, Policy, Finance and Development Committee on 6 December 2022 • 2023/24 Draft Revenue Budget and 2023/24 – 2027/28 Draft Capital Programmes, Council, 23 February 2023 Appendices: 1. Summary of Consultation Responses Received
Appendices:	<ol style="list-style-type: none"> 1. General Fund Budget Book 23/24 2. HRA Budget Book 23/24

1. Budget Books 2023/24

- 1.1 The 2023/24 budget books have been published. The budget books show the 2023/24 budget for General Fund and HRA, as approved by Full Council on the 23rd February 2023.
- 1.2 The budget books show the budget by service area, then each service area budget is broken down by cost centre and then for each cost centre the detailed budget by expenditure type is shown.
- 1.3 The General Fund and HRA budgets for 23/24 are included as Appendix 1 and Appendix 2. The link to the published budget books is:

https://www.oadby-wigston.gov.uk/pages/budget_books
- 1.4 Committee members are advised they can review the budget books and ask for explanations on any budget lines and movements in budgets. The queries raised, will be responded to outside of the Policy, Finance and Development Committee meeting.

General Fund Budget Book

2023-24

Oadby & Wigston | Our borough -
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Appendix 1

Oadby & Wigston Borough Council Budget Book General Fund 2023/24 Summary

Original Budget 22/23	Revised Budget 22/23	Ledger Code	Service	2023-24 Budget £
654,170	669,270		Legal & Governance	757,652
1,391,416	1,453,378		Customer Services & Transformation	1,734,928
1,784,048	1,814,048		Finance & Resources	1,973,751
641,210	652,210		Senior Leadership Team	718,190
41,097	30,735		Community & Wellbeing	(86,532)
998,630	998,630		Community & Wellbeing - Depot	1,175,460
897,020	980,020		Built Environment	1,258,986
6,407,591	6,598,291		NET COST OF SERVICES	7,532,435

Service	Original Budget 22/23	Revised Budget 22/23	Ledger Code	Cost Code Description	2023-24 Budget £
Legal & Governance	147,780	152,880	14001	Environmental Health Administration / Enforcement	161,900
Legal & Governance	1,300	1,300	14004	Environmental Protection	1,300
Legal & Governance	5,200	5,200	14007	Dog Control	5,200
Legal & Governance	43,790	43,790	30004	Health and Safety	48,840
Legal & Governance	8,100	8,100	30101	Local Land Charges	8,100
Legal & Governance	313,610	323,610	30201	Democratic Representation & Management	359,100
Legal & Governance	45,400	45,400	30401	Register of Electors	45,400
Legal & Governance	80,470	80,470	30402	Election Expenses	80,222
Legal & Governance	163,870	163,870	39904	Legal & Admin Service	206,960
Legal & Governance	(185,700)	(185,700)	42001	Taxi Licences	(191,700)
Legal & Governance	(3,200)	(3,200)	42002	Other Licences	(13,200)
Legal & Governance	(34,700)	(34,700)	42003	Alcohol and Entertainment Licences	(34,700)
Legal & Governance	(4,600)	(4,600)	42004	Gambling Act Fees	(4,600)

Service	Original Budget 22/23	Revised Budget 22/23	Ledger Code	Cost Code Description	2023-24 Budget £
Legal & Governance	(85,200)	(85,200)	42005	Selective Property Licensing Scheme	(32,170)
Legal & Governance	158,050	158,050	49901	Licensing Service	117,000
Community & Wellbeing - Depot	300	300	20301	Land Drainage	300
Community & Wellbeing - Depot	466,110	455,960	20801	Domestic Refuse Collection	529,690
Community & Wellbeing - Depot	442,130	452,280	20802	Recycling Collection	542,090
Community & Wellbeing - Depot	53,860	53,860	20804	Waste Minimisation	53,140
Community & Wellbeing - Depot	(471,200)	(471,200)	20805	Garden Waste Collection	(526,200)
Community & Wellbeing - Depot	104,320	104,320	29901	Mechanics Workshop	129,240
Community & Wellbeing - Depot	154,210	154,210	29902	Oadby Depot	149,700
Community & Wellbeing - Depot	248,900	248,900	70000	Fleet Management	297,500
Customer Services & Transformation	134,658	161,520	30001	Information & Public Relations	189,830
Customer Services & Transformation	402,698	420,298	39907	ICT	557,718
Customer Services & Transformation	406,870	403,370	39908	Customer Services	503,570
Customer Services & Transformation	82,900	82,900	39914	Head of Customer Services & Transformation	77,150
Customer Services & Transformation	110,920	110,920	39915	Systems Administration	124,420
Customer Services & Transformation	172,970	137,470	39916	Customer Service Improvement	44,790
Customer Services & Transformation	0	56,500	39918	Corporate Projects	148,610
Customer Services & Transformation	44,400	44,400	62037	Telephones	48,840
Customer Services & Transformation	36,000	36,000	62038	Mobile Phones	40,000
Finance & Resources	204,570	204,570	30002	Corporate Management	228,700
Finance & Resources	10,685	10,685	30003	Corporate Management Non-Financial	(25,422)
Finance & Resources	88,630	103,630	30301	Council Tax	110,780
Finance & Resources	(45,900)	(45,900)	30302	Non-Domestic Rates	89,590
Finance & Resources	227,510	242,510	30303	Housing Benefit	136,490
Finance & Resources	210,780	210,780	30304	Council Tax Support	160,340
Finance & Resources	113,600	113,600	30303-04	Net Cost of Benefit	113,600
Finance & Resources	45,200	45,200	30501	Non Distributed Costs	45,200
Finance & Resources	71,000	71,000	39905	Internal Audit	94,500
Finance & Resources	522,573	522,573	39906	Finance	499,543
Finance & Resources	39,000	39,000	39910	Head of Finance, Revenues & Benefits	226,530

Service	Original Budget 22/23	Revised Budget 22/23	Ledger Code	Cost Code Description	2023-24 Budget £
Finance & Resources	56,000	56,000	62004	Photocopiers	36,000
Finance & Resources	21,200	21,200	62005	Postage	21,200
Finance & Resources	21,200	21,200	62006	Emergency Callout	21,200
Finance & Resources	198,000	198,000	62014	Insurance	215,500
Senior Leadership Team	427,730	427,730	39901	Senior Leadership Team	482,350
Senior Leadership Team	213,480	224,480	39902	Human Resources	235,840
Community & Wellbeing	14,662	4,300	14101	Community Development	(22,600)
Community & Wellbeing	4,100	4,100	14102	Health Promotion	4,100
Community & Wellbeing	76,500	76,500	14103	Grants	79,500
Community & Wellbeing	62,710	62,710	14104	Recreation & Leisure	(2,430)
Community & Wellbeing	300	300	14106	Multicultural	300
Community & Wellbeing	(9,300)	(9,300)	20001	Allotments	(8,800)
Community & Wellbeing	(28,000)	(28,000)	20002	Sports Grounds	(33,120)
Community & Wellbeing	(20,900)	(20,900)	20004	Freer Community Centre	(23,890)
Community & Wellbeing	1,800	1,800	20005	Sheila Mitchell Pavilion	2,200
Community & Wellbeing	(611,120)	(611,120)	20007	Swimming Pools & Leisure Centre	(702,513)
Community & Wellbeing	(4,600)	(4,600)	20009	Walter Charles Centre	(5,420)
Community & Wellbeing	(65,770)	(65,770)	20102	Cemeteries	(55,790)
Community & Wellbeing	51,740	51,740	20201	Brocks Hill	55,430
Community & Wellbeing	4,700	4,700	20401	Public Conveniences	3,200
Community & Wellbeing	(273,050)	(267,050)	20501	Car Parks	(252,930)
Community & Wellbeing	8,600	8,600	20601	Borough Engineering	8,600
Community & Wellbeing	254,480	254,480	20701	Street Cleansing	286,490
Community & Wellbeing	203,660	203,660	29903	Grounds Maintenance	298,610
Community & Wellbeing	51,120	51,120	29905	Facilities Management Holding Account	17,080
Community & Wellbeing	98,650	98,650	30006	Crime and Disorder Partnership	121,940
Community & Wellbeing	55,100	49,100	30011	Structural Maintenance	49,100
Community & Wellbeing	30,100	30,100	30701	Civil Contingencies & Emergency Planning	32,200
Community & Wellbeing	130,415	130,415	39909	Bushloe House Offices and Grounds	60,711
Community & Wellbeing	5,200	5,200	43001	Children and Young Persons	1,500

Service	Original Budget 22/23	Revised Budget 22/23	Ledger Code	Cost Code Description	2023-24 Budget £
Built Environment	0	0	14003	Environment Strategy	23,600
Built Environment	(9,800)	(9,800)	14008	Private Housing	0
Built Environment	15,830	15,830	14201	Homelessness	145,800
Built Environment	(26,800)	(26,800)	14202	Belmont House Hostel	(9,800)
Built Environment	0	0	14203	RentPlus	(7,324)
Built Environment	8,700	8,700	14206	Boulter Crescent Flat	8,700
Built Environment	(1,000)	(1,000)	21002	Building Control	(1,000)
Built Environment	36,000	36,000	29907	Building Control Section	8,000
Built Environment	172,090	176,090	40001	Planning Control	234,170
Built Environment	232,320	232,320	40101	Planning Policy	286,440
Built Environment	106,600	106,600	40901	Planning Section	168,020
Built Environment	165,890	244,890	41001	Economic Development	174,540
Built Environment	197,190	197,190	62040	Cleaning Contract	227,840
Total	6,407,591	6,598,291			7,532,435

BUDGET PAPERS 2023/24

Ledger Code	Service	Original Budget 22/23	Revised Budget 22/23	2023-24 Budget
		£	£	£
	Legal & Governance	654,170	669,270	757,652
	Customer Services & Transformation	2,390,046	2,452,008	2,910,388
	Finance & Resources	1,784,048	1,814,048	1,973,751
	Senior Leadership Team	641,210	652,210	718,190
	Community & Wellbeing	41,097	30,735	(86,532)
	Built Environment	897,020	980,020	1,258,986
	NET COST OF SERVICES	6,407,591	6,598,291	7,532,435

BUDGET PAPERS 2023/24 - LEGAL & GOVERNANCE

Ledger Code	Service	Original Budget 22/23	Revised Budget 22/23	2023-24 Budget
		£	£	£
14001	Environmental Health Administration / Enforcement	147,780	152,880	161,900
14004	Environmental Protection	1,300	1,300	1,300
14007	Dog Control	5,200	5,200	5,200
30004	Health and Safety	43,790	43,790	48,840
30101	Local Land Charges	8,100	8,100	8,100
30201	Democratic Representation & Management	313,610	323,610	359,100
30401	Register of Electors	45,400	45,400	45,400
30402	Election Expenses	80,470	80,470	80,222
39904	Legal & Admin Service	163,870	163,870	206,960
42001	Taxi Licences	(185,700)	(185,700)	(191,700)
42002	Other Licences	(3,200)	(3,200)	(13,200)
42003	Alcohol and Entertainment Licences	(34,700)	(34,700)	(34,700)
42004	Gambling Act Fees	(4,600)	(4,600)	(4,600)
42005	Selective Property Licensing Scheme	(85,200)	(85,200)	(32,170)
49901	Licensing Service	158,050	158,050	117,000
	NET COST OF SERVICES	654,170	669,270	757,652

BUDGET PAPERS 2023/24 -LAW AND DEMOCRACY
Environmental Health Administration / Enforcement

Ledger Code	Service	Original Budget 22/23	Revised Budget 22/23	2023-24 Budget
		£	£	£
	DIRECT CONTROL EXPENDITURE			
	EMPLOYEE-RELATED EXPENDITURE			
14001 0100	Salaries	142,480	142,480	156,600
	Sub Total	142,480	142,480	156,600
	SUPPLIES & SERVICES			
14001 0930	Travel Expenses	2,500	2,500	2,500
14001 0975	Professional Subs	800	800	800
14001 2000	New Equipment and Furniture	500	500	500
14001 2004	Computer Software	2,800	2,800	2,800
14001 2300	Protective Clothing	200	200	200
14001 2429	Other External Fees	0	5,100	0
14001 2430	Land Registry Fees	300	300	300
14001 2500	Printing and Stationery	1,000	1,000	1,000
	Sub Total	8,100	13,200	8,100
	Direct Control Income			
14001 9200	Fees & Charges	(600)	(600)	(600)
14001 9356	Administration Charge	(200)	(200)	(200)
14001 9360	Accommodation Certificates	(2,000)	(2,000)	(2,000)
	Sub Total	(2,800)	(2,800)	(2,800)
	NET COST OF SERVICE	147,780	152,880	161,900

BUDGET PAPERS 2023/24 -LAW AND DEMOCRACY
Environmental Health Administration / Enforcement

Ledger Code	Service	Original Budget 22/23	Revised Budget 22/23	2023-24 Budget
		£	£	£
	DIRECT CONTROL EXPENDITURE			
	EMPLOYEE-RELATED EXPENDITURE			
14004 2002	Equipment Maintenance	300	300	300
140042425	ProtectAnalyst Fees	1,000	1,000	1,000
14004 2470	Abandoned Vehicles	2,000	2,000	2,000
14001 0120	Sub Total	3,300	3,300	3,300
	Direct Control Income			
14004 9200	Environmental Protection Act Authorisation	(2,000)	(2,000)	(2,000)
	Sub Total	(2,000)	(2,000)	(2,000)
	NET COST OF SERVICE	1,300	1,300	1,300

BUDGET PAPERS 2023/24 -LAW AND DEMOCRACY
Environmental Protection

Ledger Code	Service	Original Budget 22/23	Revised Budget 22/23	2023-24 Budget
		£	£	£
	DIRECT CONTROL EXPENDITURE			
	EMPLOYEE-RELATED EXPENDITURE			
14007 2000	New Equipment	100	100	100
14007 2407	Dog Control Service	5,100	5,100	5,100
14007 2410	Fees & Charges, incl Kennelling and Vets	1,500	1,500	1,500
	Sub Total	6,700	6,700	6,700
	Direct Control Income			
14007 9200	Fees and Charges	(1,500)	(1,500)	(1,500)
	Sub Total	(1,500)	(1,500)	(1,500)
	NET COST OF SERVICE	5,200	5,200	5,200

BUDGET PAPERS 2023/24 -LAW AND DEMOCRACY
Health and Safety

Ledger Code	Service	Original Budget 22/23 £	Revised Budget 22/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE			
	EMPLOYEE-RELATED EXPENDITURE			
30004 0100	Salaries	43,490	43,490	48,540
	Sub Total	43,490	43,490	48,540
	SUPPLIES & SERVICES			
30004 0730	First Aid Allowance	300	300	300
	Sub Total	300	300	300
	NET COST OF SERVICE	43,790	43,790	48,840

BUDGET PAPERS 2023/24 -LAW AND DEMOCRACY
Local Land Charges

Ledger Code	Service	Original Budget 22/23 £	Revised Budget 22/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE			
	SUPPLIES & SERVICES			
30101 2401	External Contractors	8,100	8,100	8,100
	Sub Total	8,100	8,100	8,100
	NET COST OF SERVICE	8,100	8,100	8,100

BUDGET PAPERS 2023/24 -LAW AND DEMOCRACY
Democratic Representation & Management

Ledger Code	Service	Original Budget 22/23 £	Revised Budget 22/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE			
	EMPLOYEE-RELATED EXPENDITURE			
30201 0100	Salaries	96,010	96,010	147,300
30201 0150	Overtime	500	500	500
30201 0770	Members Special Responsibility	49,200	49,200	49,200
30201 0771	Basic Allowance	122,900	122,900	122,900
30201 0772	Attendance Allowance	1,100	1,100	1,100
	Sub Total	269,710	269,710	321,000
	SUPPLIES & SERVICES			
30201 0776	Equipment Allowance	700	700	700
30201 0800	Training Expenses	0	10,000	0
30201 0930	Travel Expenses	1,000	1,000	1,000
30201 0975	Professional Subscriptions	300	300	300
30201 1600	Rents and Easements	600	600	600
30201 2000	New Equipment	400	400	400
30201 2003	Computer Hardware	500	500	500
30201 2004	Computer Software	9,500	9,500	9,500
30201 2022	Journals/Books/Subscriptions	200	200	200
30201 2429	Other External Fees	200	200	200
30201 2500	Printing and Stationery	1,400	1,400	1,400
30201 2524	Hospitality	300	300	300
30201 2801	Conference/Seminar Expenses	1,000	1,000	1,000
30201 2820	Mayors Personal Allowance	3,700	3,700	3,700
30201 2821	Mayors Expenses, Car & Entertainment	3,000	3,000	3,000
30201 2825	Mayors Car Hire	600	600	600
30201 2826	Mayor Making	2,000	2,000	2,000
30201 2830	Deputy Mayor's Personal Allowance	1,000	1,000	1,000
30201 2951	Local Government Assoc Subscription	17,300	17,300	11,500
30201 5162	Civic Regalia	100	100	100
30201 5163	Remembrance Day Service	100	100	100
	Sub Total	43,900	53,900	38,100
	NET COST OF SERVICE	313,610	323,610	359,100

BUDGET PAPERS 2023/24 -LAW AND DEMOCRACY
Register of Electors

Ledger Code	Service	Original Budget 22/23	Revised Budget 22/23	2023-24 Budget
		£	£	£
	DIRECT CONTROL EXPENDITURE			
	EMPLOYEE-RELATED EXPENDITURE			
30401 0200	Hired Staff	9,500	9,500	9,500
	Sub Total	9,500	9,500	9,500
	SUPPLIES & SERVICES			
30401 2002	Equipment Maintenance	1,000	1,000	1,000
30401 2004	Computer Software	7,600	7,600	7,600
30401 2500	Printing and Stationery	7,700	7,700	7,700
30401 2520	Advertising	700	700	700
30401 2701	Postage Recharge	19,400	19,400	19,400
30401 5148	Signature Refresh	1,200	1,200	1,200
	Sub Total	37,600	37,600	37,600
	Direct Control Income			
30401 9203	Publications Income	(1,700)	(1,700)	(1,700)
	Sub Total	(1,700)	(1,700)	(1,700)
	NET COST OF SERVICE	45,400	45,400	45,400

BUDGET PAPERS 2023/24 -LAW AND DEMOCRACY

Election Expenses

Ledger Code	Service	Original Budget 22/23	Revised Budget 22/23	2023-24 Budget
		£	£	£
	DIRECT CONTROL EXPENDITURE			
	EMPLOYEE-RELATED EXPENDITURE			
30402 0100	Salaries	52,470	52,470	0
30402 0200	Hired Staff	0	0	30,000
30402 0400	Returning Officer Fee	0	0	2,700
	Sub Total	52,470	52,470	32,700
	SUPPLIES & SERVICES			
30402 0930	Travel Expenses	500	500	1,000
30402 1600	Hire of Premises	0	0	2,500
30402 1610	NNDR	500	500	500
30402 2000	New Equipment	900	900	4,400
30402 2004	Computer Software	18,600	18,600	21,100
30402 2500	Printing and Stationery	0	0	20,000
30402 2502	General Expenses	0	0	3,500
30402 6504	Appropriation to Reserves	7,500	7,500	7,500
	Sub Total	28,000	28,000	60,500
	Direct Control Income			
30402 9051	Grant Income	0	0	(12,978)
	Sub Total	0	0	(12,978)
	NET COST OF SERVICE	80,470	80,470	80,222

BUDGET PAPERS 2023/24 -LAW AND DEMOCRACY
Legal & Admin Service

Ledger Code	Service	Original Budget 22/23	Revised Budget 22/23	2023-24 Budget
		£	£	£
	DIRECT CONTROL EXPENDITURE			
	EMPLOYEE-RELATED EXPENDITURE			
39904 0100	Salaries	143,320	143,320	206,010
39904 0930	Travel Expenses	1,000	1,000	1,000
39904 0975	Professional Subscriptions	1,200	1,200	1,600
	Sub Total	145,520	145,520	208,610
	SUPPLIES & SERVICES			
39904 2022	Journals, Books & Subscriptions	10,000	10,000	10,000
39904 2422	Legal Fees Incurred	20,000	20,000	20,000
39904 2430	Land Registry Fees	200	200	200
39904 2432	Court Costs	600	600	600
39904 2500	Printing and Stationery	1,400	1,400	1,400
	Sub Total	32,200	32,200	32,200
	Direct Control Income			
39904 9105	Legal Fees Received	(5,000)	(5,000)	(25,000)
39904 9800	Recharge to Services	(8,850)	(8,850)	(8,850)
	Sub Total	(13,850)	(13,850)	(33,850)
	NET COST OF SERVICE	163,870	163,870	206,960

BUDGET PAPERS 2023/24 -LAW AND DEMOCRACY

Taxi Licences

Ledger Code	Service	Original Budget 22/23	Revised Budget 22/23	2023-24 Budget
		£	£	£
	DIRECT CONTROL EXPENDITURE			
	SUPPLIES & SERVICES			
42001 2022	Journal, Books & Subscriptions	200	200	200
42001 2421	Criminal Records Bureau	8,100	8,100	8,100
42001 2433	External Licences (DVLA)	200	200	200
42001 2463	Licence Plates etc	3,000	3,000	3,000
42001 2502	General Expenses	100	100	100
42001 2520	Advertising	400	400	400
	Sub Total	12,000	12,000	12,000
	Direct Control Income			
42001 9068	Criminal Records Bureau Checks	(8,100)	(8,100)	(8,100)
42001 9201	Sale of Brackets for Licence Plates	(100)	(100)	(100)
42001 9331	Operator's Licence	(4,900)	(4,900)	(4,900)
42001 9332	Private Hire Vehicles	(10,800)	(10,800)	(10,800)
42001 9333	Driver's Licence	(33,500)	(33,500)	(33,500)
42001 9335	Hackney Carriage Vehicle	(131,600)	(131,600)	(137,600)
42001 9389	Competency Fee	(8,700)	(8,700)	(8,700)
	Sub Total	(197,700)	(197,700)	(203,700)
	NET COST OF SERVICE	(185,700)	(185,700)	(191,700)

BUDGET PAPERS 2023/24 - LAW AND DEMOCRACY

Other Licences

Ledger Code	Service	Original Budget 22/23 £	Revised Budget 22/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE			
	Direct Control Income			
42002 9325	Riding Establishments	(100)	(100)	(100)
42002 9326	Dog Breeding	(200)	(200)	(200)
42002 9327	Pet Shops	(400)	(400)	(400)
42002 9329	Tattoos	(200)	(200)	(200)
42002 9336	Hairdressers	(200)	(200)	(200)
42002 9337	Salvage Operators	(400)	(400)	(400)
42002 9440	Street Traders	(1,700)	(1,700)	(1,700)
	General Licences	0	0	(10,000)
	Sub Total	(3,200)	(3,200)	(13,200)
	NET COST OF SERVICE	(3,200)	(3,200)	(13,200)

BUDGET PAPERS 2023/24 - LAW AND DEMOCRACY
Alcohol and Entertainment Licences

Ledger Code	Service	Original Budget 22/23	Revised Budget 22/23	2023-24 Budget
		£	£	£
	DIRECT CONTROL EXPENDITURE			
	SUPPLIES & SERVICES			
42003 9364	Premises - New Application	(1,000)	(1,000)	(1,000)
42003 9371	Personal	(1,500)	(1,500)	(1,500)
42003 9372	Temporary Event Notice	(1,100)	(1,100)	(1,100)
42003 9373	Replacement	(200)	(200)	(200)
42003 9375	Premises - Change of Name	(300)	(300)	(300)
42003 9376	Premises - Variation of Supervision	(1,000)	(1,000)	(1,000)
42003 9377	Premises - Transfer of Licence	(200)	(200)	(200)
42003 9379	Premises - Variation	(1,900)	(1,900)	(1,900)
42003 9380	Premises - Notice of Interest	(100)	(100)	(100)
42003 9381	Premises - Annual Charge	(27,000)	(27,000)	(27,000)
42003 9393	Minor Variations on Premises Licence	(400)	(400)	(400)
	Sub Total	(34,700)	(34,700)	(34,700)
	NET COST OF SERVICE	(34,700)	(34,700)	(34,700)

BUDGET PAPERS 2023/24 - LAW AND DEMOCRACY

Gambling Act Fees

Ledger Code	Service	Original Budget 22/23	Revised Budget 22/23	2023-24 Budget
		£	£	£
	DIRECT CONTROL EXPENDITURE			
	Direct Control Income			
42004 9368	Gambling Machine Automatic Entitlement	(300)	(300)	(300)
42004 9402	BPO Annual Fee	(2,100)	(2,100)	(2,100)
42004 9406	BPT Annual Fee	(400)	(400)	(400)
42004 9416	Adult Gaming Fee	(400)	(400)	(400)
42004 9420	Small Lottery Permit Grant	(200)	(200)	(200)
42004 9430	Annual Fee - Small Lottery	(1,100)	(1,100)	(1,100)
42004 9431	Annual Fee - Gaming Club	(100)	(100)	(100)
	Sub Total	(4,600)	(4,600)	(4,600)
	NET COST OF SERVICE	(4,600)	(4,600)	(4,600)

BUDGET PAPERS 2023/24 -LAW AND DEMOCRACY
Selective Property Licensing Scheme

Ledger Code	Service	Original Budget 22/23 £	Revised Budget 22/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE			
	EMPLOYEE-RELATED EXPENDITURE			
42005 0100	Salaries	63,800	63,800	116,830
	Sub Total	63,800	63,800	116,830
	SUPPLIES & SERVICES			
42005 0930	Travel Expenses	1,000	1,000	1,000
	Sub Total	1,000	1,000	1,000
	Direct Control Income			
42005 9441	Private Landlord Property Licence	(150,000)	(150,000)	(150,000)
	Sub Total	(150,000)	(150,000)	(150,000)
	NET COST OF SERVICE	(85,200)	(85,200)	(32,170)

BUDGET PAPERS 2023/24 -LAW AND DEMOCRACY
Licensing Service

Ledger Code	Service	Original Budget 22/23	Revised Budget 22/23	2023-24 Budget
		£	£	£
	DIRECT CONTROL EXPENDITURE			
	EMPLOYEE-RELATED EXPENDITURE			
49901 0100	Salaries	151,250	151,250	110,200
	Sub Total	151,250	151,250	110,200
	SUPPLIES & SERVICES			
49901 0930	Travel Expenses	1,000	1,000	1,000
49901 0975	Professional Subscriptions	400	400	400
49901 2000	New Equipment	100	100	100
49901 2004	Computer Software	5,000	5,000	5,000
49901 2022	Journals, Books & Subscriptions	300	300	300
	Sub Total	6,800	6,800	6,800
	NET COST OF SERVICE	158,050	158,050	117,000

BUDGET PAPERS 2023/24 - COMMUNITY AND WELLBEING - DEPOT

Ledger Code	Service	Original Budget 22/23 £	Revised Budget 22/23 £	2023-24 Budget £
20301	Land Drainage	300	300	300
20801	Domestic Refuse Collection	466,110	455,960	529,690
20802	Recycling Collection	442,130	452,280	542,090
20804	Waste Minimisation	53,860	53,860	53,140
20805	Garden Waste Collection	(471,200)	(471,200)	(526,200)
29901	Mechanics Workshop	104,320	104,320	129,240
29902	Oadby Depot	154,210	154,210	149,700
70000	Fleet Management	248,900	248,900	297,500
	NET COST OF SERVICES	998,630	998,630	1,175,460

BUDGET PAPERS 2023/24 -CUSTOMER SERVICES & BUSINESS TRANSFORMATION
Land Drainage

Ledger Code	Service	Original Budget 22/23 £	Revised Budget 22/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE			
	SUPPLIES & SERVICES			
20301 2038	Sand & Sand Bags	300	300	300
	Sub Total	300	300	300
	NET COST OF SERVICE	300	300	300

BUDGET PAPERS 2023/24 - CUSTOMER SERVICES & BUSINESS TRANSFORMATION

Domestic Refuse Collection

Ledger Code	Service	Original Budget 22/23 £	Revised Budget 22/23 £	2023-24 Budget £
	EMPLOYEE-RELATED EXPENDITURE			
20801 0100	Salaries	402,610	402,610	430,040
20801 0150	Overtime	10,000	10,000	10,000
20801 0200	Hired Staff	35,400	35,400	95,400
20801 0930	Travel Expenses	900	900	0
	Sub Total	448,910	448,910	535,440
	SUPPLIES & SERVICES			
20801 2000	New Equipment	100	100	100
20801 2004	Computer Software	20,300	10,150	10,150
20801 2300	Protective Clothing	3,500	3,500	3,500
20801 2415	Tipping Charge	9,500	9,500	9,500
20801 3011	Hired Plant	1,000	1,000	1,000
	Sub Total	34,400	24,250	24,250
	Direct Control Income			
20801 9310	White Goods	(14,300)	(14,300)	(30,000)
20801 9359	Internal Income	(2,900)	(2,900)	0
	Sub Total	(17,200)	(17,200)	(30,000)
	NET COST OF SERVICE	466,110	455,960	529,690

BUDGET PAPERS 2023/24 - CUSTOMER SERVICES & BUSINESS TRANSFORMATION
Recycling Collection

Ledger Code	Service	Original Budget 22/23 £	Revised Budget 22/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE			
	EMPLOYEE-RELATED EXPENDITURE			
20802 0100	Salaries	362,200	362,200	491,410
20802 0150	Overtime	11,600	11,600	11,600
20802 0200	Hired Staff	7,630	7,630	7,630
20802 0930	Travel Expenses	800	800	800
	Sub Total	382,230	382,230	511,440
	SUPPLIES & SERVICES			
20802 2000	New Equipment	400	400	400
20802 2002	Equipment Maintenance	100	100	100
20802 2004	Software	0	10,150	10,150
20802 2038	Refuse Bags	20,000	20,000	5,000
20802 2300	Protective Clothing	4,800	4,800	4,800
20802 2403	Public Cleansing Recharge	21,000	21,000	0
20802 2500	Printing and Stationery	13,200	13,200	10,000
20802 3011	Hired Plant	400	400	400
	Sub Total	59,900	70,050	30,850
	Direct Control Income			
20802 9051	Grant Income	0	0	0
20802 9217	Extra Wheelie Bin Service	0	0	(200)
	Sub Total	0	0	(200)
	NET COST OF SERVICE	442,130	452,280	542,090

**BUDGET PAPERS 2023/24 -Customer Services & Business Transformation
Waste Minimisation**

Ledger Code	Service	Original Budget 22/23	Revised Budget 22/23	2023-24 Budget
		£	£	£
	DIRECT CONTROL EXPENDITURE			
	EMPLOYEE-RELATED EXPENDITURE			
20804 0100	Salaries	46,860	46,860	51,140
20804 0930	Travel Expenses	500	500	0
	Sub Total	47,360	47,360	51,140
	SUPPLIES & SERVICES			
20804 5016	Promotion & Education	6,500	6,500	2,000
	Sub Total	6,500	6,500	2,000
	NET COST OF SERVICE	53,860	53,860	53,140

**BUDGET PAPERS 2023/24 -Customer Services & Business Transformation
Garden Waste Collection**

Ledger Code	Service	Original Budget 22/23	Revised Budget 22/23	2023-24 Budget
		£	£	£
	DIRECT CONTROL EXPENDITURE			
	SUPPLIES & SERVICES			
20805 2500	Printing and Stationery	24,800	24,800	24,800
	Sub Total	24,800	24,800	24,800
	Direct Control Income			
20805 9217	Extra Wheelie Bin Service	(2,000)	(2,000)	(1,000)
20805 9318	Garden Waste Service	(494,000)	(494,000)	(550,000)
	Sub Total	(496,000)	(496,000)	(551,000)
	NET COST OF SERVICE	(471,200)	(471,200)	(526,200)

BUDGET PAPERS 2023/24 -LAW AND DEMOCRACY
Mechanics Workshop

Ledger Code	Service	Original Budget 22/23 £	Revised Budget 22/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE			
	EMPLOYEE-RELATED EXPENDITURE			
29901 0100	Salaries	73,820	73,820	87,440
29901 0200	Hired Staff	5,900	5,900	15,000
	Sub Total	79,720	79,720	102,440
	SUPPLIES & SERVICES			
29901 1135	Equipment Maintenance	3,500	3,500	3,500
29901 1400	Electricity	2,600	2,600	2,600
29901 1402	Heating Oil	3,800	3,800	6,000
29901 1610	NNDR	7,300	7,300	7,300
29901 1620	Water	2,100	2,100	2,100
29901 2000	New Equipment	1,500	1,500	1,500
29901 2020	Workshop Consumables	1,300	1,300	1,300
29901 2300	Protective Clothing	1,000	1,000	1,000
29901 3041	LOLER Testing	1,500	1,500	1,500
	Sub Total	24,600	24,600	26,800
	Direct Control Income			
29901 9359	Internal Income	0	0	0
	Sub Total	0	0	0
	NET COST OF SERVICE	104,320	104,320	129,240

**BUDGET PAPERS 2023/24 -Customer Services & Business Transformation
Oadby Depot**

Ledger Code	Service	Original Budget 22/23 £	Revised Budget 22/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE			
	EMPLOYEE-RELATED EXPENDITURE			
29902 0100	Salaries	89,810	89,810	84,200
29902 0200	Hired Staff	500	500	0
	Sub Total	90,310	90,310	84,200
	SUPPLIES & SERVICES			
29902 1135	Equipment Maintenance	1,700	1,700	1,700
29902 1400	Electricity	10,800	10,800	10,800
29902 1500	Contract Cleaning	14,900	14,900	14,900
29902 1502	Cleaning Materials	500	500	500
29902 1610	NNDR	21,800	21,800	21,800
29902 1620	Water	400	400	1,000
29902 2006	Equipment Lease	700	700	0
29902 2012	Maintenance Contracts	500	500	500
29902 2106	Sanitary Disposal	400	400	400
29902 2241	Vending Machine	400	400	400
29902 2423	Professional Services	4,800	4,800	4,800
29902 2435	Other Licences	1,800	1,800	4,000
29902 2477	Skip Hire	1,000	1,000	1,000
29902 2500	Printing & Stationery	600	600	600
29902 2711	Alarms	1,900	1,900	1,900
29902 2713	Telephone Network	2,000	2,000	2,000
29902 5902	Write Offs	200	200	200
	Sub Total	64,400	64,400	66,500
	Direct Control Income			
29902 9204	Equipment Sales	(500)	(500)	(1,000)
	Sub Total	(500)	(500)	(1,000)
	NET COST OF SERVICE	154,210	154,210	149,700

**BUDGET PAPERS 2023/24 - Customer Services & Transformation
Fleet Management**

Ledger Code	Service	Original Budget 22/23	Revised Budget 22/23	2023-24 Budget
		£	£	£
	DIRECT CONTROL EXPENDITURE			
	EMPLOYEE-RELATED EXPENDITURE			
70000 0975	Professional Subscriptions	1,000	1,000	1,400
	Sub Total	1,000	1,000	1,400
	SUPPLIES & SERVICES			
70000 1502	Cleaning Materials	800	800	800
70000 2005	Hardware Maintenance	400	400	400
70000 2009	Health & Safety Consumables	600	600	600
70000 2020	Fleet Consumables	6,500	6,500	6,500
70000 2458	Software Licence - Fuel System	300	300	300
70000 2500	Printing & Stationery	300	300	300
70000 3034	Tyres	14,600	14,600	16,100
70000 3035	Road Fund Lic	15,000	15,000	15,000
70000 3038	Fuel Oil & Grease	128,900	128,900	175,600
70000 3041	LOLER Testing	100	100	100
70000 3051	Vehicle Repairs	77,900	77,900	77,900
	Sub Total	247,900	247,900	296,100
	NET COST OF SERVICE	248,900	248,900	297,500

BUDGET PAPERS 2023/24 - CUSTOMER SERVICES & TRANSFORMATION

Ledger Code	Service	Original Budget 22/23 £	Revised Budget 22/23 £	2023-24 Budget £
30001	Information & Public Relations	134,658	161,520	189,830
39907	ICT	402,698	420,298	557,718
39908	Customer Services	406,870	403,370	503,570
39914	Head of Customer Services & Transformation	82,900	82,900	77,150
39915	Systems Administration	110,920	110,920	124,420
39916	Customer Service Improvement	172,970	137,470	44,790
39918	Corporate Projects	0	56,500	148,610
62037	Telephones	44,400	44,400	48,840
62038	Mobile Phones	36,000	36,000	40,000
	NET COST OF SERVICES	1,391,416	1,453,378	1,734,928

BUDGET PAPERS 2023/24 - CUSTOMER SERVICE & TRANSFORMATION
Information & Public Relations

Ledger Code	Service	Original Budget 22/23 £	Revised Budget 22/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE			
	EMPLOYEE-RELATED EXPENDITURE			
30001 0100	Salaries	87,510	87,510	102,840
30001 0930	Travel Expenses	0	0	200
	Sub Total	87,510	87,510	103,040
	SUPPLIES & SERVICES			
30001 2015	Signage	3,800	3,800	3,800
30001 2004	Computer Software	17,000	17,000	23,580
30001 2022	Journals/Books/Subscriptions	100	100	0
30001 2423	Professional Services	10,448	10,448	10,448
30001 2424	Shared Service	15,000	15,000	15,000
30001 2429	Other External Fees	0	9,862	14,862
30001 2435	Other Licences	0	0	1,300
30001 2500	Printing and Stationery	500	17,000	17,000
30001 2520	Advertising	800	1,300	1,300
30001 2715	Language Line	300	300	300
	Sub Total	47,948	74,810	87,590
	Direct Control Income			
30001 9053	Contributions	(800)	(800)	(800)
30001 9201	Misc Income	0	0	0
	Sub Total	(800)	(800)	(800)
	NET COST OF SERVICE	134,658	161,520	189,830

BUDGET PAPERS 2023/24 - CUSTOMER SERVICE & TRANSFORMATION
Information, Communications & Technology

Ledger Code	Service	Original Budget 22/23 £	Revised Budget 22/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE			
	EMPLOYEE-RELATED EXPENDITURE			
39907 0100	Salaries	225,200	225,200	267,770
	Sub Total	225,200	225,200	267,770
	SUPPLIES & SERVICES			
39907 2002	Equipment Maintenance	11,000	11,000	10,000
39907 2004	Computer Software	210,000	210,000	273,000
39907 2005	Hardware Maintenance	2,200	2,200	2,200
39907 2401	External Contractors	0	0	20,000
39907 2408	Consultancy	5,500	5,500	5,500
39907 2423	Professional Services	0	17,600	10,000
39907 2435	Other Licences	1,000	1,000	1,000
39907 2703	Telephone Bills	300	300	0
39907 2706	Mobile Phones	300	300	300
39907 2708	Courier Delivery	0	0	750
39907 2713	Telephone Network	28,200	28,200	28,200
39907 2714	I.T. Disaster	4,000	4,000	4,000
39907 5580	W-Fi Enhancement	0	0	10,000
39907 6010	Depreciation	0	0	10,000
39907 9806	Capitalisation of Salaries for project work	(85,002)	(85,002)	(85,002)
	Sub Total	177,498	195,098	289,948
	NET COST OF SERVICE	402,698	420,298	557,718

BUDGET PAPERS 2023/24 - CUSTOMER SERVICE & TRANSFORMATION
Customer Services

Ledger Code	Service	Original Budget 22/23 £	Revised Budget 22/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE			
	EMPLOYEE-RELATED EXPENDITURE			
39908 0100	Salaries	338,570	338,570	418,670
39908 0150	Salaries Overtime	3,000	3,000	3,000
39908 0930	Travelling Expenses	300	300	300
	Sub Total	341,870	341,870	421,970
	SUPPLIES & SERVICES			
39908 2000	New Equipment	100	100	100
39908 2004	Computer Software	59,900	59,900	80,000
39908 2300	Protective Clothing	1,000	1,000	1,000
39908 2423	Professional Services	3,500	0	0
39908 2500	Printing & Stationery	600	600	600
	Sub Total	65,100	61,600	81,700
	DIRECT CONTROL INCOME			
39908 9201	Misc Income	(100)	(100)	(100)
	Sub Total	(100)	(100)	(100)
	NET COST OF SERVICE	406,870	403,370	503,570

BUDGET PAPERS 2023/24 - CUSTOMER SERVICE & TRANSFORMATION
Head of Customer Services

Ledger Code	Service	Original Budget 22/23	Revised Budget 22/23	2023-24 Budget
		£	£	£
	DIRECT CONTROL EXPENDITURE			
	EMPLOYEE-RELATED EXPENDITURE			
39914 0100	Salaries	82,700	82,700	76,950
39914 0930	Travelling Expenses	200	200	200
	Sub Total	82,900	82,900	77,150
	NET COST OF SERVICE	82,900	82,900	77,150

BUDGET PAPERS 2023/24 - CUSTOMER SERVICE & TRANSFORMATION
Systems Administration

Ledger Code		Service	Original Budget 22/23 £	Revised Budget 22/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE				
	EMPLOYEE-RELATED EXPENDITURE				
39915 0100		Salaries	109,920	109,920	123,420
39915 0930		Travelling Expenses	700	700	700
		Sub Total	110,620	110,620	124,120
	SUPPLIES & SERVICES				
39915 2500		Printing & Stationery	300	300	300
		Sub Total	300	300	300
		NET COST OF SERVICE	110,920	110,920	124,420

BUDGET PAPERS 2023/24 - CUSTOMER SERVICE & TRANSFORMATION
Customer Service Improvement

Ledger Code		Service	Original Budget 22/23 £	Revised Budget 22/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE				
	EMPLOYEE-RELATED EXPENDITURE				
39916 0100		Salaries	133,970	133,970	91,290
		Sub Total	133,970	133,970	91,290
	SUPPLIES & SERVICES				
39916 2423		Professional Services (Excellence Award)	39,000	3,500	3,500
39916 9806		Capitalisation of Salaries for project work	0	0	(50,000)
		Sub Total	39,000	3,500	(46,500)
		NET COST OF SERVICE	172,970	137,470	44,790

BUDGET PAPERS 2023/24 - CUSTOMER SERVICE & TRANSFORMATION
Corporate Projects

Ledger Code	Service	Original Budget 22/23 £	Revised Budget 22/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE			
	Employee-Related Expenditure			
39918 0100	Salaries	0	17,500	109,610
39918 2423	Professional Services	0	39,000	39,000
	Sub Total	0	56,500	148,610
	NET EXPENDITURE	0	56,500	148,610

BUDGET PAPERS 2023/24 - CUSTOMER SERVICE & TRANSFORMATION
Telephones

Ledger Code		Service	Original Budget 22/23 £	Revised Budget 22/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE				
	SUPPLIES & SERVICES				
62037 2703	Telephone Bills		44,400	44,400	48,840
	Sub-Total		44,400	44,400	48,840
	NET EXPENDITURE		44,400	44,400	48,840

BUDGET PAPERS 2023/24 - CUSTOMER SERVICE & TRANSFORMATION
Mobile Telephones

Ledger Code		Service	Original Budget 22/23 £	Revised Budget 22/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE				
	SUPPLIES & SERVICES				
62038 2706	Mobile Phones		36,000	36,000	40,000
	Sub-Total		36,000	36,000	40,000
	NET EXPENDITURE		36,000	36,000	40,000

BUDGET PAPERS 2023/24 - FINANCE AND RESOURCES

Ledger Code	Service	Original Budget 22/23	Revised Budget 22/23	2023-24 Budget
		£	£	£
30002	Corporate Management	204,570	204,570	228,700
30003	Corporate Management Non-Financial	10,685	10,685	(25,422)
30301	Council Tax	88,630	103,630	110,780
30302	Non-Domestic Rates	(45,900)	(45,900)	89,590
30303	Housing Benefit	227,510	242,510	136,490
30304	Council Tax Support	210,780	210,780	160,340
30303-04	Net Cost of Benefit	113,600	113,600	113,600
30501	Non Distributed Costs	45,200	45,200	45,200
39905	Internal Audit	71,000	71,000	94,500
39906	Finance	522,573	522,573	499,543
39910	Head of Finance, Revenues & Benefits	39,000	39,000	226,530
62004	Photocopiers	56,000	56,000	36,000
62005	Postage	21,200	21,200	21,200
62006	Emergency Callout	21,200	21,200	21,200
62014	Insurance	198,000	198,000	215,500
	NET COST OF SERVICES	1,784,048	1,814,048	1,973,751

BUDGET PAPERS 2023/24 - FINANCE & RESOURCES
Corporate Management

Ledger Code		Service	Original Budget 22/23 £	Revised Budget 22/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE				
30002 0915	Health Insurance		37,000	37,000	37,000
30002 0980	Apprentice Levy		7,500	7,500	7,500
30002 2423	Professional Fees		23,870	23,870	0
30002 2427	Audit Fees		78,000	78,000	126,000
30002 2429	External Fees - Treasury Advice		13,600	13,600	13,600
30002 2434	Security Fees - Cash In Transit		4,500	4,500	4,500
30002 2445	Bank Charges		40,000	40,000	40,000
30002 2706	Mobile Phone		100	100	100
	Sub Total		204,570	204,570	228,700
	NET COST OF SERVICE		204,570	204,570	228,700

BUDGET PAPERS 2023/24 - FINANCE & RESOURCES
Corporate Management

Ledger Code		Service	Original Budget 22/23 £	Revised Budget 22/23 £	2023-24 Budget £
	INDIRECT CONTROL EXPENDITURE / (INCOME)				
30003 0102	Pension Lump Sum Contribution		571,320	571,320	601,680
30003 5112	Interest Received		(41,100)	(41,100)	(41,100)
30003 6002	Debt Charges		720,900	720,900	1,017,100
30003 9800	Recharge to Services		(1,240,435)	(1,240,435)	(1,433,803)
New	Sustainability Plan Programme		0	0	(50,000)
30003 9850	Vacancy Provision		0	0	(119,299)
	Sub Total		10,685	10,685	(25,422)
	NET COST OF SERVICE		10,685	10,685	(25,422)

BUDGET PAPERS 2023/24 - FINANCE & RESOURCES
Council Tax

Ledger Code	Service	Original Budget 22/23	Revised Budget 22/23	2023-24 Budget
		£	£	£
	DIRECT CONTROL EXPENDITURE			
	EMPLOYEE-RELATED EXPENDITURE			
30301 0100	Salaries	150,230	165,230	182,530
30301 0930	Travel Expenses	1,300	1,300	0
	Sub Total	151,530	166,530	182,530
	SUPPLIES & SERVICES			
30301 2004	Computer Software	4,200	4,200	0
30301 2022	Journals/Books/Subscriptions	2,100	2,100	1,800
30301 2423	Professional Services	9,500	9,500	9,500
30301 2430	Land Registry Fees	400	400	200
30301 2432	Court Costs	7,600	7,600	3,800
30301 2500	Printing and Stationery	8,500	8,500	8,500
30301 2520	Advertising	500	500	350
30301 2701	Postage Recharge	15,400	15,400	15,400
30301 2703	Mobile Phones	200	200	0
	Sub Total	48,400	48,400	39,550
	DIRECT CONTROL INCOME			
30301 9100	Court Costs	(111,300)	(111,300)	(111,300)
	Sub Total	(111,300)	(111,300)	(111,300)
	NET COST OF SERVICE	88,630	103,630	110,780

BUDGET PAPERS 2023/24 - FINANCE & RESOURCES
Business Rates (NNDR)

Ledger Code	Service	Original Budget 22/23 £	Revised Budget 22/23 £	2023-24 Budget
	DIRECT CONTROL EXPENDITURE			
	EMPLOYEE-RELATED EXPENDITURE			
30302 0100	Salaries	0	0	138,600
30302 0930	Travel Expenses	400	400	0
	Sub Total	400	400	138,600
	SUPPLIES & SERVICES			
30302 2423	Professional Services	10,000	10,000	10,000
30302 2430	Land Registry Fees	0	0	100
30302 2432	Court Costs	400	400	400
30302 2701	Postage Recharge	1,000	1,000	1,000
	Sub Total	11,400	11,400	11,500
	DIRECT CONTROL INCOME			
30302 9002	Cost of Collection	(56,200)	(56,200)	(59,010)
30302 9100	Court Costs	(1,500)	(1,500)	(1,500)
	Sub Total	(57,700)	(57,700)	(60,510)
	NET COST OF SERVICE	(45,900)	(45,900)	89,590

BUDGET PAPERS 2023/24 - FINANCE & RESOURCES

Benefits

Ledger Code	Service	Original Budget 22/23 £	Revised Budget 22/23 £	2023-24 Growth £
	DIRECT CONTROL EXPENDITURE			
	EMPLOYEE-RELATED EXPENDITURE			
30303 0100	Salaries	282,650	297,650	200,940
30303 0930	Travel Expenses	600	600	0
30303 0975	Professional Fees	500	500	250
	Sub Total	283,750	298,750	201,190
	SUPPLIES & SERVICES			
30303 2000	New Equipment	2,000	2,000	0
30303 2004	Computer Software	2,100	2,100	0
30303 2022	Journals/Books/Subscriptions	1,500	1,500	300
30303 2423	Prof Services	14,000	14,000	14,000
30303 2427	Audit Fees	8,300	8,300	8,300
30303 2430	Land Registry Fees	300	300	100
30303 2500	Printing and Stationery	4,000	4,000	4,000
30303 2701	Postage	6,000	6,000	6,000
	Sub Total	38,200	38,200	32,700
	DIRECT CONTROL INCOME			
30303 9006	Admin Grant	(78,840)	(78,840)	(84,800)
30303 9051	Grant Income	(8,600)	(8,600)	(8,600)
30303 9100	Court Costs	(1,000)	(1,000)	(1,000)
30303 9102	Administrative Penalties	(6,000)	(6,000)	(3,000)
	Sub Total	(94,440)	(94,440)	(97,400)
	NET COST OF SERVICE	227,510	242,510	136,490

BUDGET PAPERS 2023/24 - FINANCE & RESOURCES

Recovery

Ledger Code	Service	Original Budget 22/23 £	Revised Budget 22/23 £	2023-24 Growth £
	DIRECT CONTROL EXPENDITURE			
	EMPLOYEE-RELATED EXPENDITURE			
30304 0100	Salaries	252,270	252,270	205,740
	Sub Total	252,270	252,270	205,740
	DIRECT CONTROL INCOME			
30304 9006	Admin Grant	(41,490)	(41,490)	(45,400)
	Sub Total	(41,490)	(41,490)	(45,400)
	NET COST OF SERVICE	210,780	210,780	160,340

BUDGET PAPERS 2023/24 - FINANCE & RESOURCES
Net Cost of Benefit

Ledger Code	Service	Original Budget 22/23 £	Revised Budget 22/23 £	2023-24 Growth £
	INDIRECT CONTROL EXPENDITURE			
30303 4990	Tenant Rent Rebates	2,630,400	2,630,400	2,630,400
30303 4991	Non Tenant Rent Rebates	169,700	169,700	169,700
30303 4992	Discretionary Housing Payment	43,200	43,200	43,200
30304 4995	Discretionary Council Tax Support	10,000	10,000	10,000
30303 5012	Rent Allowance Housing Benefit Payment	6,047,000	6,047,000	6,047,000
30303 5902	Write Offs	10,000	10,000	10,000
30303 5912	Provision for Bad Debts	20,000	20,000	20,000
	Sub Total	8,930,300	8,930,300	8,930,300
	INDIRECT CONTROL (INCOME)			
30303 9004	Subsidy Grant	(5,983,800)	(5,983,800)	(5,983,800)
30303 9005	Exceptional Hardship Grant	(43,200)	(43,200)	(43,200)
30303 9010	HRA Tenants Rent Rebates	(2,597,300)	(2,597,300)	(2,597,300)
30303 9013	Rent Rebate Grant	(65,700)	(65,700)	(65,700)
30303 9058	Recovery of Overpayments	(37,100)	(37,100)	(37,100)
30303 9079	Ben O/P Council	(89,600)	(89,600)	(89,600)
	Sub Total	(8,816,700)	(8,816,700)	(8,816,700)
	NET COST OF SERVICE	113,600	113,600	113,600

BUDGET PAPERS 2023/24 - FINANCE & RESOURCES
Non-Distributed Costs

Ledger Code		Service		Original Budget 22/23 £	Revised Budget 22/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE					
	EMPLOYEE-RELATED EXPENDITURE					
30501 0971	Added Years			45,200	45,200	45,200
	Sub Total			45,200	45,200	45,200
	NET COST OF SERVICE			45,200	45,200	45,200

BUDGET PAPERS 2023/24 - FINANCE & RESOURCES
Internal Audit

Ledger Code		Service	Original Budget 22/23 £	Revised Budget 22/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE				
	SUPPLIES & SERVICES				
39905 2429	External Fees		71,000	71,000	94,500
	Sub Total		71,000	71,000	94,500
	NET COST OF SERVICE		71,000	71,000	94,500

BUDGET PAPERS 2023/24 - FINANCE & RESOURCES

Finance

Ledger Code	Service	Original Budget 22/23	Revised Budget 22/23	2023-24 Budget
		£	£	£
	DIRECT CONTROL EXPENDITURE			
	EMPLOYEE-RELATED EXPENDITURE			
39906 0100	Salaries	439,120	439,120	422,090
39906 0930	Travelling Expenses	353	353	353
39906 0975	Professional Fee Payments	800	800	800
	Sub Total	440,273	440,273	423,243
	SUPPLIES & SERVICES			
39906 2000	Equipment & Furniture	400	400	400
39906 2004	Computer Software	42,000	42,000	42,000
39906 2022	Journal Books Subscriptions	4,600	16,600	10,600
39906 2428	External Services	15,000	15,000	15,000
39906 2429	Other External Fees	16,000	4,000	4,000
39906 2456	Cost of Recovery	200	200	200
39906 2500	Printing & Stationery	2,000	2,000	2,000
39906 2703	Telephone	300	300	300
39906 2801	Conferences and Seminars	1,200	1,200	1,200
	Sub Total	81,700	81,700	75,700
	DIRECT CONTROL INCOME			
39906 9356	Administration Charge	(100)	(100)	(100)
	Sub Total	(100)	(100)	(100)
	INDIRECT CONTROL EXPENDITURE / (INCOME)			
39906 1610	NNDR	700	700	700
	Sub Total	700	700	700
	NET COST OF SERVICE	522,573	522,573	499,543

BUDGET PAPERS 2023/24 - FINANCE & RESOURCES
Head of Finance, Revenues & Benefits

Ledger Code	Service	2023-24 Original Budget £	2023-24 Revised Budget £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE			
	EMPLOYEE-RELATED EXPENDITURE			
39910 0100	Salaries	0	0	141,030
39910 0930	Travelling Expenses	0	0	2,300
39910 0975	Professional Fee Payments	100	100	100
	Sub Total	100	100	143,430
	SUPPLIES & SERVICES			
39910 2000	New Equipment	400	400	2,400
39910 2004	Computer Software	38,500	38,500	80,700
	Sub Total	38,900	38,900	83,100
	NET COST OF SERVICE	39,000	39,000	226,530

BUDGET PAPERS 2023/24 - FINANCE & RESOURCES
Photocopying

Ledger Code		Service	Original Budget 22/23 £	Revised Budget 22/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE				
	SUPPLIES & SERVICES				
62004 2006	Equipment Lease		30,700	30,700	16,700
62004 2020	Equipment Tools		21,300	21,300	15,300
62004 2500	Printing & Stationery		4,000	4,000	4,000
	Sub-Total		56,000	56,000	36,000
	NET EXPENDITURE		56,000	56,000	36,000

BUDGET PAPERS 2023/24 - FINANCE & RESOURCES

Postage

Ledger Code	Service	Original Budget 22/23	Revised Budget 22/23	2023-24 Budget
		£	£	£
	DIRECT CONTROL EXPENDITURE			
	SUPPLIES & SERVICES			
62005 2500	Printing & Stationery	900	900	900
62005 2701	Postage	800	800	800
62005 2702	Franking Machine	17,000	17,000	17,000
62005 3081	Lease Payments	2,500	2,500	2,500
	Sub-Total	21,200	21,200	21,200
	NET EXPENDITURE	21,200	21,200	21,200

BUDGET PAPERS 2023/24 - FINANCE & RESOURCES
Emergency Callout

Ledger Code		Service	Original Budget 22/23 £	Revised Budget 22/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE				
	EMPLOYEE-RELATED EXPENDITURE				
62006 0123	Emergency Callout		10,400	10,400	10,400
	Sub-Total		10,400	10,400	10,400
	SUPPLIES & SERVICES				
62006 2401	External Contracts		10,800	10,800	10,800
	Sub-Total		10,800	10,800	10,800
	NET EXPENDITURE		21,200	21,200	21,200

BUDGET PAPERS 2023/24 - FINANCE & RESOURCES
Customer Services

Ledger Code		Service	Original Budget 22/23 £	Revised Budget 22/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE				
	SUPPLIES & SERVICES				
62014 1802	Engineering		6,700	6,700	6,700
62014 2429	Other External Fees		5,700	5,700	5,700
62014 2510	Insurance Recharge		185,600	185,600	203,100
	Sub Total		198,000	198,000	215,500
	NET EXPENDITURE		198,000	198,000	215,500

BUDGET PAPERS 2023/24 - SENIOR LEADERSHIP TEAM

Ledger Code	Service	Original Budget 22/23 £	Revised Budget 22/23 £	2023-24 Budget £
39901	Senior Leadership Team	427,730	427,730	482,350
39902	Human Resources	213,480	224,480	235,840
	NET COST OF SERVICES	641,210	652,210	718,190

BUDGET PAPERS 2023/24 - SENIOR LEADERSHIP TEAM
Senior Leadership Team

Ledger Code	Service	Original Budget 22/23	Revised Budget 22/23	2023-24 Budget
		£	£	£
	DIRECT CONTROL EXPENDITURE			
	EMPLOYEE-RELATED EXPENDITURE			
39901 0100	Salaries	421,630	421,630	468,650
39901 0930	Travelling Expenses	400	400	5,000
39901 0975	Professional Fees	400	400	1,000
	Sub Total	422,430	422,430	474,650
	SUPPLIES & SERVICES			
39901 2000	New Equipment	300	300	100
39901 2004	Computer Software	500	500	500
39901 2022	Journal Books Subscriptions	500	500	1,800
39901 2423	Professional Fees	1,800	1,800	3,300
39901 2500	Printing & Stationery	800	800	100
39901 2524	Hospitality	0	0	200
39901 2706	Mobile Phones	400	400	0
39901 2801	Conferences and Seminars	1,000	1,000	2,200
39901 4600	Accomodation	0	0	1,000
	Sub Total	5,300	5,300	7,700
	Total	427,730	427,730	482,350

BUDGET PAPERS 2023/24 - FINANCE & RESOURCES

Human Resources

Ledger Code	Service	Original Budget 22/23 £	Revised Budget 22/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE			
	EMPLOYEE-RELATED EXPENDITURE			
39902 0100	Salaries	129,830	129,830	139,190
39902 0930	Travelling Expenses	250	250	250
39902 0970	Long Service Award	2,000	2,000	2,000
39902 0975	Professional Fee Payments	400	400	400
39902 0976	Staff Benefits	2,400	2,400	2,400
39902 0981	Recruitment Expenses	8,000	8,000	15,000
39902 0985	Medical Exams	6,000	6,000	6,000
	Sub Total	148,880	148,880	165,240
	SUPPLIES & SERVICES			
39902 2000	New Equipment	300	300	300
39902 2004	Computer Software	12,000	12,000	12,000
39902 2022	Journals/Books/Subscriptions	1,000	1,000	1,000
39902 2400	Payroll Services	11,500	11,500	11,500
39902 2408	Consultancy	0	0	3,000
39902 2421	CRB Checks	400	400	400
39902 2423	Professional Services Equality & Diversity	2,000	2,000	2,000
39902 2500	Printing and Stationery	500	500	500
39902 2801	Conference & Seminars	900	900	900
39902 5178	Corporate Training	36,000	47,000	39,000
	Sub Total	64,600	75,600	70,600
	NET COST OF SERVICE	213,480	224,480	235,840

BUDGET PAPERS 2023/24 - COMMUNITY & WELLBEING

Cost Centre		Service	Original Budget 2022/23 £	Revised Budget 2022/23 £	2023-24 Budget £
14101		Community Development	14,662	4,300	(22,600)
14102		Health Promotion	4,100	4,100	4,100
14103		Grants	76,500	76,500	79,500
14104		Recreation & Leisure	62,710	62,710	(2,430)
14106		Multicultural	300	300	300
20001		Allotments	(9,300)	(9,300)	(8,800)
20002		Sports Grounds	(28,000)	(28,000)	(33,120)
20004		Freer Community Centre	(20,900)	(20,900)	(23,890)
20005		Sheila Mitchell Pavilion	1,800	1,800	2,200
20007		Swimming Pools & Leisure Centre	(611,120)	(611,120)	(702,513)
20009		Walter Charles Centre	(4,600)	(4,600)	(5,420)
20102		Cemeteries	(65,770)	(65,770)	(55,790)
20201		Brocks Hill	51,740	51,740	55,430
20401		Public Conveniences	4,700	4,700	3,200
20501		Car Parks	(273,050)	(267,050)	(252,930)
20601		Borough Engineering	8,600	8,600	8,600
20701		Street Cleansing	254,480	254,480	286,490
29903		Grounds Maintenance	203,660	203,660	298,610
29905		Facilities Management Holding Account	51,120	51,120	17,080
30006		Crime and Disorder Partnership	98,650	98,650	121,940
30011		Structural Maintenance	55,100	49,100	49,100
30701		Civil Contingencies & Emergency Planning	30,100	30,100	32,200
39909		Bushloe House Offices and Grounds	130,415	130,415	60,711
43001		Children and Young Persons	5,200	5,200	1,500
		Total	41,097	30,735	(86,532)

BUDGET PAPERS 2023/24 - COMMUNITY & WELLBEING
Community Development

Ledger Code		Expenditure	Original Budget 2022/23 £	Revised Budget 2022/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE				
14101 2429		Other External	9,862	0	0
14101 5016		Promotion	500	0	0
14101 5344		Travellers Unit (Paid to LCC)	4,400	4,400	5,500
NEW		Events	0	0	(8,000)
NEW		Community Lottery	0	0	(20,000)
		Sub Total	14,762	4,400	(22,500)
	DIRECT CONTROL INCOME				
14101 9821		Repayment of Loan	(100)	(100)	(100)
		Sub Total	(100)	(100)	(100)
		NET COST OF SERVICE	14,662	4,300	(22,600)

BUDGET PAPERS 2023/24 - COMMUNITY & WELLBEING
Health Promotion

Ledger Code	Expenditure	Original Budget 2022/23	Revised Budget 2022/23	2023-24 Budget
		£	£	£
	DIRECT CONTROL EXPENDITURE			
14102 5323	Health Forum Action	100	100	100
14102 5324	Health Development Project	4,000	4,000	4,000
	Sub Total	4,100	4,100	4,100
	NET COST OF SERVICE	4,100	4,100	4,100

BUDGET PAPERS 2023/24 - COMMUNITY & WELLBEING

Grants

Ledger Code	Expenditure	Original Budget 2022/23 £	Revised Budget 2022/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE			
14103 2900	Grant Payments	77,000	77,000	77,000
14103 2921	Projects	2,500	2,500	2,500
	Sub Total	79,500	79,500	79,500
	DIRECT CONTROL INCOME			
14103 9053	Contributions from HRA (12003)	(3,000)	(3,000)	0
	Sub Total	(3,000)	(3,000)	0
	NET COST OF SERVICE	76,500	76,500	79,500

BUDGET PAPERS 2023/24 - COMMUNITY & WELLBEING
Recreation & Leisure

Ledger Code	Expenditure	Original Budget 2022/23	Revised Budget 2022/23	2023-24 Budget
		£	£	£
	DIRECT CONTROL EXPENDITURE			
14104 0100	Salaries	53,810	150,810	61,370
14104 0930	Travel Expenses	800	800	800
14104 2500	Printing & Stationery	100	100	100
14104 5563	Sports Development	900	900	25,900
14104 5564	Active Sports	6,400	6,400	6,400
14104 5575	Olympic Action Plan	700	700	0
	Sub Total	62,710	159,710	94,570
	DIRECT CONTROL INCOME			
14104 9051	Grant Income	0	(97,000)	(97,000)
	Sub Total	0	(97,000)	(97,000)
	NET COST OF SERVICE	62,710	62,710	(2,430)

BUDGET PAPERS 2023/24 - COMMUNITY & WELLBEING
Multicultural

Ledger Code	Expenditure	Original Budget 2022/23 £	Revised Budget 2022/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE			
14106 2524	Carol Concert	200	200	200
14106 5338	Holocaust Memorial Event	100	100	100
	Sub Total	300	300	300
	NET COST OF SERVICE	300	300	300

BUDGET PAPERS 2023/24 - CORPORATE ASSETS
Allotments

Ledger Code	Expenditure	Original Budget 2022/23	Revised Budget 2022/23	2023-24 Budget
		£	£	£
	DIRECT CONTROL EXPENDITURE			
20001 1620	Water	2,700	2,700	2,700
20001 2000	New Equipment	100	100	100
20001 2004	Allotments Computer Software Licence	1,600	1,600	1,600
20001 2415	Tipping Charge	0	0	500
	Sub Total	4,400	4,400	4,900
	DIRECT CONTROL INCOME			
20001 9552	Miscellaneous Rent	(13,700)	(13,700)	(13,700)
	Sub Total	(13,700)	(13,700)	(13,700)
	NET COST OF SERVICE	(9,300)	(9,300)	(8,800)

BUDGET PAPERS 2023/24 - CORPORATE ASSETS

Sports Grounds

Ledger Code	Expenditure	Original Budget 2022/23 £	Revised Budget 2022/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE			
20002 1400	Electricity	4,700	4,700	4,700
20002 1401	Gas	1,700	1,700	1,700
20002 1502	Cleaning Materials	300	300	200
20002 1620	Water	5,700	5,700	5,700
20002 2000	New Equipment	1,000	1,000	1,150
20002 2002	Equipment Maintenance	6,000	6,000	6,000
20002 2012	Maintenance Contracts	800	800	800
20002 2433	Licences	100	100	100
20002 2703	Telephone Bills	700	700	700
20002 2711	Security and Fire Alarm Contracts	500	500	500
	Sub Total	21,500	21,500	21,550
	DIRECT CONTROL INCOME			
20002 9530	Bowls Season Tickets	(8,000)	(8,000)	(8,800)
20002 9533	Cricket Income - VATable	(700)	(700)	(770)
20002 9534	Cricket Income	(500)	(500)	(550)
20002 9536	Football Income - VATable	(12,100)	(12,100)	(13,310)
20002 9537	Football Income	(5,100)	(5,100)	(5,610)
20002 9538	Pavilion Income - Commercial	(16,600)	(16,600)	(18,260)
20002 9539	Pavilion Income - Non Commercial	(7,000)	(7,000)	(7,700)
20002 9552	Misc Rents	(1,700)	(1,700)	(1,870)
	Sub Total	(51,700)	(51,700)	(56,870)
	INDIRECT CONTROL EXPENDITURE / (INCOME)			
20002 1610	NNDR	2,200	2,200	2,200
	Sub Total	2,200	2,200	2,200
	NET COST OF SERVICE	(28,000)	(28,000)	(33,120)

BUDGET PAPERS 2023/24 - CORPORATE ASSETS
Freer Community Centre

Ledger Code	Expenditure	Original Budget 2022/23	Revised Budget 2022/23	2023-24 Budget
		£	£	£
	DIRECT CONTROL EXPENDITURE			
20004 1400	Electricity	1,500	1,500	1,500
20004 1401	Gas	1,300	1,300	1,300
20004 1502	Cleaning Materials	100	100	100
20004 1620	Water	1,800	1,800	1,800
20004 2000	New Equipment	300	300	300
20004 2002	Equipment Maintenance	400	400	400
20004 2012	Maintenance Contracts	100	100	100
20004 2106	Equipment Lease - Sanitary Disposal	200	200	200
20004 2433	Licences - Performing Rights Society	400	400	400
20004 2711	Security & Fire Alarms	400	400	400
	Sub Total	6,500	6,500	6,500
	DIRECT CONTROL INCOME			
20004 9538	Pavilion Hire - Commercial	(19,000)	(19,000)	(20,900)
20004 9539	Pavilion Hire - Non Commercial	(10,900)	(10,900)	(11,990)
	Sub Total	(29,900)	(29,900)	(32,890)
	INDIRECT CONTROL EXPENDITURE / (INCOME)			
20004 1610	NNDR	2,500	2,500	2,500
	Sub Total	2,500	2,500	2,500
	NET COST OF SERVICE	(20,900)	(20,900)	(23,890)

BUDGET PAPERS 2023/24 - CORPORATE ASSETS
Sheila Mitchell Pavillion

Ledger Code	Expenditure	Original Budget 2022/23 £	Revised Budget 2022/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE			
20005 1050	Special Works	0	0	400
20005 1400	Electricity	1,000	1,000	1,000
20005 1502	Cleaning Materials	100	100	100
20005 2000	New Equipment	100	100	100
20005 2012	Maintenance Contracts	400	400	400
20005 2711	Security & Fire Alarm Contracts	200	200	200
	Sub Total	1,800	1,800	2,200
	NET COST OF SERVICE	1,800	1,800	2,200

BUDGET PAPERS 2023/24 - COMMUNITY & WELLBEING
Swimming Pools & Leisure Centre

Ledger Code	Expenditure	Original Budget 2022/23	Revised Budget 2022/23	2023-24 Budget
		£	£	£
	DIRECT CONTROL EXPENDITURE			
20007 1400	Electricity	1,600	1,600	2,500
20007 2401	External Contractors	100,000	100,000	0
	Sub Total	101,600	101,600	2,500
	DIRECT CONTROL INCOME			
20007 9054	Reimbursements	(712,720)	(712,720)	(705,013)
	Sub Total	(712,720)	(712,720)	(705,013)
	NET COST OF SERVICE	(611,120)	(611,120)	(702,513)

BUDGET PAPERS 2023/24 - CORPORATE ASSETS

Walter Charles Centre

Ledger Code	Expenditure	Original Budget 2022/23	Revised Budget 2022/23	2023-24 Budget
		£	£	£
	DIRECT CONTROL EXPENDITURE			
20009 1400	Electricity	500	500	500
20009 1401	Gas	700	700	700
20009 1502	Cleaning Materials	100	100	100
20009 1620	Water	300	300	300
20009 2000	New Equipment	100	100	100
20009 2002	Equipment Maintenance	400	400	400
20009 2012	Service & Maintenance Contracts	100	100	100
20009 2106	Equipment Lease - Sanitary Disposal	100	100	100
20009 2433	Licences - Performing Rights Society	100	100	100
	Sub Total	2,400	2,400	2,400
	DIRECT CONTROL INCOME			
20009 9538	Pavilion Hire - Commercial	(1,500)	(1,500)	(1,650)
20009 9539	Pavilion Hire - Non Commercial	(6,700)	(6,700)	(7,370)
	Sub Total	(8,200)	(8,200)	(9,020)
	INDIRECT CONTROL EXPENDITURE / (INCOME)			
20009 1610	NNDR	1,200	1,200	1,200
	Sub Total	1,200	1,200	1,200
	NET COST OF SERVICE	(4,600)	(4,600)	(5,420)

BUDGET PAPERS 2023/24 - CORPORATE ASSETS
Cemeteries

Ledger Code	Expenditure	Original Budget 2022/23	Revised Budget 2022/23	2023-24 Budget
		£	£	£
	DIRECT CONTROL EXPENDITURE			
20102 0100	Salaries	93,880	93,880	103,860
20102 0800	Training Fees & Expenses	200	200	200
20102 1045	Memorial Safety	2,000	2,000	2,000
20102 1400	Electricity	200	200	200
20102 1401	Gas	200	200	200
20102 1502	Cleaning Materials	100	100	100
20102 1620	Water	300	300	300
20102 2000	New Equipment	500	500	500
20102 2002	Equipment Maintenance	100	100	100
20102 2004	Computer Software	1,200	1,200	1,200
20102 2012	Maintenance Contracts	700	700	700
20102 2020	Equipment Tools	1,300	1,300	1,300
20102 2300	Protective Clothing	300	300	300
20102 2415	Tipping Charge	2,900	2,900	2,900
20102 2703	Telephone	200	200	200
20102 3011	Hired Plant	2,000	2,000	2,000
	Sub Total	106,080	106,080	116,060
	DIRECT CONTROL INCOME			
20102 9200	Fees & Charges	(177,250)	(177,250)	(177,250)
	Sub Total	(177,250)	(177,250)	(177,250)
	INDIRECT CONTROL EXPENDITURE / (INCOME)			
20102 1610	NNDR	5,400	5,400	5,400
	Sub Total	5,400	5,400	5,400
	NET COST OF SERVICE	(65,770)	(65,770)	(55,790)

BUDGET PAPERS 2023/24 - CORPORATE ASSETS

Brocks Hill

Ledger Code	Expenditure	Original Budget 2022/23 £	Revised Budget 2022/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE			
20201 0100	Salaries	31,140	31,140	35,130
20201 0930	Travel Expenses	100	100	100
20201 1201	Land Maintenance	12,500	12,500	12,500
20201 1202	Playground Inspections	700	700	700
20201 1400	Electricity	2,500	2,500	2,500
20201 2000	New Equipment	800	800	800
20201 2002	Service Contracts	200	200	200
20201 2004	Computer Software	400	400	0
20201 2009	First Aid Consumables	100	100	100
20201 2300	Protective Clothing	500	500	500
20201 2419	Land Agent Fees	500	500	500
20201 2447	Fludes Lane	3,000	3,000	3,000
20201 2500	Printing & Stationery	200	200	200
20201 2524	Hospitality - Volunteers	200	200	200
20201 2711	Security & Fire Alarm Contracts	1,200	1,200	1,200
20201 3038	Vehicle Fuel, Oil & Grease	0	0	100
	Sub Total	54,040	54,040	57,730
	DIRECT CONTROL INCOME			
20201 9072	Stewardship Income	(2,000)	(2,000)	(2,000)
20201 9087	Event Donations	(300)	(300)	(300)
	Sub Total	(2,300)	(2,300)	(2,300)
	NET COST OF SERVICE	51,740	51,740	55,430

BUDGET PAPERS 2023/24 - CORPORATE ASSETS
Public Conveniences

Ledger Code		Expenditure		Original Budget 2022/23 £	Revised Budget 2022/23 £	2023-24 Budget £
		DIRECT CONTROL EXPENDITURE				
20401 1400	Electricity	1,700	1,700	1,700		
20401 1620	Water	1,000	1,000	1,000		
20401 2002	Equipment Maintenance	500	500	500		
20401 2416	Community Toilet Scheme	1,500	1,500	0		
	Sub Total	4,700	4,700	3,200		
	NET COST OF SERVICE	4,700	4,700	3,200		

BUDGET PAPERS 2023/24 - CORPORATE ASSETS

Car Parks

Ledger Code	Expenditure	Original Budget 2022/23	Revised Budget 2022/23	2023-24 Budget
		£	£	£
	DIRECT CONTROL EXPENDITURE			
20501 0100	Salaries	94,750	94,750	110,270
20501 1040	Premises Repair	0	6,000	8,000
20501 1400	Electricity	1,600	1,600	1,600
20501 1620	Water	20,300	20,300	20,300
20501 2002	Equipment Maintenance	1,800	1,800	1,800
20501 2012	Service & Maintenance Contracts	12,400	12,400	12,400
20501 2416	Collection Costs	12,100	12,100	12,100
20501 2459	Data Card Charges	500	500	0
20501 2464	Pay by Phone Fees	1,200	1,200	5,600
20501 2465	Parking Permit Fees (chipside)	7,800	7,800	7,800
20501 2429	Metric Fees (parking machines)	0	0	12,000
20501 2445	Worldpay Fees	0	0	6,000
20501 2500	Printing and Stationery	700	700	700
20501 2703	Telephone	100	100	100
20501 2713	Internet Charges	300	300	0
20501 5138	NPU Levy	6,200	6,200	6,200
20501 5139	CPE - Enforcement Contract Costs	37,400	37,400	37,400
20501 5140	CPE - Attendants Office	100	100	100
	Sub Total	197,250	203,250	242,370
	DIRECT CONTROL INCOME			
20501 9500	Car Park Fees - Off Street	(550,000)	(550,000)	(575,000)
20501 9502	Penalties - Off Street	(6,900)	(6,900)	(6,900)
	Sub Total	(556,900)	(556,900)	(581,900)
	INDIRECT CONTROL EXPENDITURE / (INCOME)			
20501 1610	NNDR	86,600	86,600	86,600
	Sub Total	86,600	86,600	86,600
	NET COST OF SERVICE	(273,050)	(267,050)	(252,930)

BUDGET PAPERS 2023/24 - CORPORATE ASSETS
Borough Engineering

Ledger Code	Expenditure	Original Budget 2022/23	Revised Budget 2022/23	2023-24 Budget
		£	£	£
	DIRECT CONTROL EXPENDITURE			
20601 2010	Bus Shelters	500	500	500
20601 2011	Litter Bins	1,500	1,500	1,500
20601 2013	Street Nameplates	1,800	1,800	1,800
20601 2014	Public Seats	1,000	1,000	1,000
20601 2112	Dog Bins	200	200	200
20601 2603	Public Notice Boards	800	800	800
20601 5192	Parish Lighting Scheme	3,000	3,000	3,000
	Sub Total	8,800	8,800	8,800
	DIRECT CONTROL INCOME			
20601 9056	Sponsorship	(200)	(200)	(200)
	Sub Total	(200)	(200)	(200)
	NET COST OF SERVICE	8,600	8,600	8,600

BUDGET PAPERS 2023/24 - CORPORATE ASSETS
Street Cleansing

Ledger Code	Expenditure	Original Budget 2022/23 £	Revised Budget 2022/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE			
20701 0100	Salaries	251,580	251,580	283,090
20701 0150	Overtime	12,500	12,500	12,500
20701 2000	New Equipment	2,900	2,900	2,900
20701 2007	Water Standpipe	0	0	1,500
20701 2038	Refuse Bags	3,600	3,600	3,600
20701 2039	Chemicals	2,200	2,200	1,700
20701 2300	Protective Clothing	2,600	2,600	2,100
20701 2415	Tipping Charge	2,500	2,500	2,500
20701 2703	Telephone Bills	100	100	100
	Sub Total	277,980	277,980	309,990
	DIRECT CONTROL INCOME			
20701 9200	Fees & Charges	(2,500)	(2,500)	(2,500)
	Sub Total	(2,500)	(2,500)	(2,500)
20701 9800	Recharge to Services	(21,000)	(21,000)	(21,000)
	Sub Total Recharge	(21,000)	(21,000)	(21,000)
	NET COST OF SERVICE	254,480	254,480	286,490

BUDGET PAPERS 2023/24 - CORPORATE ASSETS

Grounds Maintenance

Ledger Code	Expenditure	Original Budget 2022/23 £	Revised Budget 2022/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE			
29903 0100	Salaries	165,060	165,060	260,010
29903 0150	Overtime	1,000	1,000	1,000
29903 0200	Hired Staff	10,000	10,000	10,000
29903 0930	Travel Expenses	900	900	900
29903 2000	New Equipment	4,000	4,000	4,000
29903 2020	Equipment Tools	11,000	11,000	11,000
29903 2300	Protective Clothing	1,300	1,300	1,300
29903 5153	E Midlands in Bloom (Pride of the Borough)	3,800	3,800	3,800
29903 5159	Floral Display	17,000	17,000	17,000
29903 2703	Telephone Bills	100	100	100
	Sub Total	214,160	214,160	309,110
	DIRECT CONTROL INCOME			
29903 9200	Fees & Charges	(500)	(500)	(500)
29903 9359	Internal Income	(10,000)	(10,000)	(10,000)
	Sub Total	(10,500)	(10,500)	(10,500)
	NET COST OF SERVICE	203,660	203,660	298,610

BUDGET PAPERS 2023/24 - CORPORATE ASSETS
Facilities Management Holding Account

Ledger Code	Expenditure	Original Budget 2022/23 £	Revised Budget 2022/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE			
29905 0100	Salaries	158,500	158,500	134,860
29905 0930	Travel Expenses	500	500	500
29905 2000	Equipment & Furniture	500	500	500
29905 2004	Software	0	0	4,100
29905 2500	Printing & Stationery	400	400	400
29905 2801	Conference/Seminars	300	300	300
NEW	NEW	0	0	500
NEW	NEW	0	0	5,000
	Sub Total	160,200	160,200	146,160
	DIRECT CONTROL INCOME			
29905 9800	Recharge to Car Parking - Salaries	(85,900)	(85,900)	(85,900)
29905 9802	Recharge to Other Services	0	0	(20,000)
29905 9806	Recharge to Capital Schemes	(23,180)	(23,180)	(23,180)
		(109,080)	(109,080)	(129,080)
	NET COST OF SERVICE	51,120	51,120	17,080

BUDGET PAPERS 2023/24 - COMMUNITY & WELLBEING
Crime and Disorder Partnership

Ledger Code	Expenditure	Original Budget 2022/23	Revised Budget 2022/23	2023-24 Budget
		£	£	£
	DIRECT CONTROL EXPENDITURE			
30006 0100	Salaries	89,150	89,150	97,440
30006 2451	Contribution to Community Flat	3,500	3,500	3,500
30006 5319	OWBC Funded Expenditure	21,000	21,000	21,000
	Sub Total	113,650	113,650	121,940
	DIRECT CONTROL INCOME			
30006 9800	Contributions from HRA (12003)	(15,000)	(15,000)	0
	Sub Total	(15,000)	(15,000)	0
	NET COST OF SERVICE	98,650	98,650	121,940

BUDGET PAPERS 2023/24 - CORPORATE ASSETS
Structural Maintenance

Ledger Code		Expenditure	Original Budget 2022/23 £	Revised Budget 2022/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE				
30011 1020	Planned Maintenance (Service Buildings)		23,500	17,500	17,500
30011 1024	Responsive Repairs (Service Buildings)		26,000	26,000	26,000
30011 1200	Structural Maintenance Play Areas		5,600	5,600	5,600
	NET COST OF SERVICE		55,100	49,100	49,100

BUDGET PAPERS 2022/23- COMMUNITY & WELLBEING
Civil Contingencies and Emergency Planning

Ledger Code	Expenditure	Original Budget 2022/23 £	Revised Budget 2022/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE			
30701 2016	TV Licence/Aerials	200	200	200
	Sub Total	200	200	200
	DIRECT CONTROL INCOME			
30701 5183	Civil Contingencies Act	29,900	29,900	32,000
	Sub Total	29,900	29,900	32,000
	NET COST OF SERVICE	30,100	30,100	32,200

BUDGET PAPERS 2023/24 - CORPORATE ASSETS

Bushloe House Offices and Grounds

Ledger Code	Expenditure	Original Budget 2022/23 £	Revised Budget 2022/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE			
39909 0100	Salaries	29,340	29,340	32,570
39909 1021	Planned Building Maintenance	6,750	6,750	6,750
39909 1025	Responsive Building Maintenance	6,375	6,375	6,375
39909 1135	Plant & Equipment Maintenance	3,375	3,375	3,375
39909 1140	Lifts	375	375	375
39909 1400	Electricity	15,225	15,225	15,225
39909 1401	Gas	21,750	21,750	21,750
39909 1620	Water	4,950	4,950	4,950
39909 2000	Equipment & Furniture	750	750	550
39909 2002	Equipment Maintenance	900	900	900
39909 2006	Equipment Rental Payments	1,575	1,575	1,575
39909 2241	Provisions Vending Machine Drinks	2,400	2,400	1,400
39909 2300	Protective Clothing	75	75	75
39909 2433	TV Licence	200	200	200
39909 2502	Confidential Waste Collection	2,250	2,250	2,250
39909 2703	Telephones	150	150	150
39909 2711	Fire & Security Alarms	4,725	4,725	4,725
	General expense savings due to office move	0	0	(71,734)
	Sub Total	101,165	101,165	31,461
	DIRECT CONTROL INCOME			
39909 9201	Misc. Income	(3,300)	(3,300)	(3,300)
	Sub Total	(3,300)	(3,300)	(3,300)
	INDIRECT CONTROL EXPENDITURE / (INCOME)			
39909 1610	NNDR	32,550	32,550	32,550
	Sub Total	32,550	32,550	32,550
	NET COST OF SERVICE	130,415	130,415	60,711

BUDGET PAPERS 2023/24 - COMMUNITY & WELLBEING
Children and Young Persons

Ledger Code	Expenditure	Original Budget 2022/23	Revised Budget 2022/23	2023-24 Budget
		£	£	£
	DIRECT CONTROL EXPENDITURE			
43001 5309	Youth Council	500	500	500
43001 5327	Open Event for Young People	4,800	4,800	800
43001 5335	Young Citizen of the Year	200	200	200
	Sub Total	5,500	5,500	1,500
	DIRECT CONTROL INCOME			
43001 9646	Open Event for Young People	(300)	(300)	0
	Sub Total	(300)	(300)	0
	NET COST OF SERVICE	5,200	5,200	1,500

BUDGET PAPERS 2023/24 - BUILT ENVIRONMENT

Cost Centre		Service	Original Budget 2022/23 £	Revised Budget 2022/23 £	2023-24 Budget £
14003		Environment Strategy	0	0	23,600
14008		Private Housing	(9,800)	(9,800)	0
14201		Homelessness	15,830	15,830	145,800
14202		Belmont House Hostel	(26,800)	(26,800)	(9,800)
14203		RentPlus	0	0	(7,324)
14206		Boulter Crescent Flat	8,700	8,700	8,700
21002		Building Control	(1,000)	(1,000)	(1,000)
29907		Building Control Section	36,000	36,000	8,000
40001		Planning Control	172,090	176,090	234,170
40101		Planning Policy	232,320	232,320	286,440
40901		Planning Section	106,600	106,600	168,020
41001		Economic Development	165,890	244,890	174,540
62040		Cleaning Contract	197,190	197,190	227,840
		Total	897,020	980,020	1,258,986

BUDGET PAPERS 2023/24 - BUILT ENVIRONMENT
Local Authority Delivery 2

Ledger Code		Service	Original Budget 22/23 £	Revised Budget 22/23 £	2023-24 Budget £
		DIRECT CONTROL EXPENDITURE			
14003 2519		Solar Together	4,300	4,300	2,000
14003 2424		Shared Service	0	0	21,200
	New	Climate Change	0	0	1,500
	New	Carbon Literacy Learning Pool Module	0	0	900
		Sub Total	4,300	4,300	25,600
		DIRECT CONTROL INCOME			
14003 9064		Solar Together Income	(4,300)	(4,300)	(2,000)
		Sub Total	(4,300)	(4,300)	(2,000)
		NET COST OF SERVICE	0	0	23,600

BUDGET PAPERS 2023/24 - HOUSING GENERAL FUND
Private Housing

Ledger Code		Expenditure		Original Budget 2022/23 £	Revised Budget 2022/23 £	2023-24 Budget £
		DIRECT CONTROL EXPENDITURE				
14008 2000		New Equipment		200	200	0
		Sub Total		200	200	0
		DIRECT CONTROL INCOME				
14008 9055		Repayments of Improvement Grant		(10,000)	(10,000)	0
		Sub Total		(10,000)	(10,000)	0
		NET COST OF SERVICE		(9,800)	(9,800)	0

BUDGET PAPERS 2023/24 - HOUSING GENERAL FUND
Homelessness

Ledger Code	Expenditure	Original Budget 2022/23	Revised Budget 2022/23	2023-24 Budget
		£	£	£
	DIRECT CONTROL EXPENDITURE			
14201 0100	Salaries	66,950	66,950	173,380
14201 0930	Travel Expenses	200	200	100
14201 1400	Electricity	500	500	1,000
14201 1401	Gas	700	700	1,400
14201 1600	Rent - Third Party Properties	50,000	50,000	33,000
14201 1603	Offsite Secure Storage	700	700	500
14201 1615	Council Tax	2,000	2,000	2,000
14201 1620	Water	700	700	0
14201 2000	New Equipment & Furniture	15,000	15,000	10,000
14201 2004	Software Licence Maintenance	2,800	2,800	7,800
14201 2413	Set Up / Hand Back Charges	5,000	5,000	4,000
14201 5141	Emergency Accommodation	74,200	74,200	260,000
14201 5146	Domestic Abuse	5,600	5,600	9,000
	Sub Total	224,350	224,350	502,180
	DIRECT CONTROL INCOME			
14201 9051	Grant Income	(142,380)	(142,380)	(142,380)
14201 9055	Housing Benefit Payments	(59,900)	(59,900)	(200,000)
14201 9104	Recovery (Weekly charge & Loan)	0	0	(14,000)
14201 9600	Rent - Orchard Property Group 20	(6,240)	(6,240)	0
	Sub Total	(208,520)	(208,520)	(356,380)
	NET COST OF SERVICE	15,830	15,830	145,800

BUDGET PAPERS 2023/24 - HOUSING GENERAL FUND
Belmont House Hostel

Ledger Code	Expenditure	Original Budget 2022/23	Revised Budget 2022/23	2023-24 Budget
		£	£	£
	DIRECT CONTROL EXPENDITURE			
14202 1040	Repairs & Maintenance	6,000	6,000	4,000
14202 1046	Decorating	3,000	3,000	0
14202 1135	Plant & Equipment Maintenance	100	100	0
14202 1400	Electricity	1,500	1,500	2,000
14202 1401	Gas	2,000	2,000	3,500
14202 1615	Council Tax	1,800	1,800	1,800
14202 1620	Water	1,200	1,200	500
14202 2000	New Equipment & Furniture	3,500	3,500	2,500
14202 2006	Equipment Rental Payments	300	300	500
14202 2409	Pest Control Service	1,000	1,000	500
14202 2713	Wi-Fi Charges	400	400	400
14202 2711	Fire & Security Alarms	400	400	400
	Sub Total	21,200	21,200	16,100
	DIRECT CONTROL INCOME			
14202 9055	Housing Benefit	(43,100)	(43,100)	(23,200)
14202 9600	Rent	(4,900)	(4,900)	(2,700)
	Sub Total	(48,000)	(48,000)	(25,900)
	NET COST OF SERVICE	(26,800)	(26,800)	(9,800)

BUDGET PAPERS 2023/24 - HOUSING GENERAL FUND
RentPlus

Ledger Code	Expenditure	Original Budget 2022/23 £	Revised Budget 2022/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE			
14203 1040	Repairs & Maintenance	0	0	1,000
14203 1600	Rents & Easements	0	0	41,976
	Sub Total	0	0	42,976
	DIRECT CONTROL INCOME			
14203 9600	Rent	0	0	(52,800)
	Sub Total	0	0	(52,800)
	INDIRECT CONTROL EXPENDITURE / (INCOME)			
14203 2510	Insurance	0	0	2,500
	Sub Total	0	0	2,500
	NET COST OF SERVICE	0	0	(7,324)

BUDGET PAPERS 2023/24 - HOUSING GENERAL FUND
Boulter Crescent Community Flat

Ledger Code	Expenditure	Original Budget 2022/23	Revised Budget 2022/23	2023-24 Budget
		£	£	£
	DIRECT CONTROL EXPENDITURE			
14206 1400	Electricity	400	400	400
14206 1401	Gas	200	200	500
14206 1600	Rent	4,100	4,100	4,100
14206 1620	Water	400	400	500
14206 2000	New Equipment	600	600	600
14206 2703	Telephones - Broadband Connection	600	600	0
14206 2711	Fire & Security Alarms	200	200	300
	Sub Total	6,500	6,500	6,400
	INDIRECT CONTROL EXPENDITURE / (INCOME)			
14206 1610	NNDR	2,200	2,200	2,300
	Sub Total	2,200	2,200	2,300
	NET COST OF SERVICE	8,700	8,700	8,700

BUDGET PAPERS 2023/24 - BUILT ENVIRONMENT
Building Control

Ledger Code	Service	Original Budget 22/23 £	Revised Budget 22/23 £	2023-24 Budget £
	DIRECT CONTROL INCOME			
21001 9201	Misc Income: BC searches	(1,000)	(1,000)	(1,000)
	Sub Total	(1,000)	(1,000)	(1,000)
	NET COST OF SERVICE	(1,000)	(1,000)	(1,000)

BUDGET PAPERS 2023/24 - BUILT ENVIRONMENT
Building Control Section

Ledger Code	Service	Original Budget 22/23 £	Revised Budget 22/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE			
29907 2424	Shared Services	36,000	36,000	8,000
		36,000	36,000	8,000
	NET COST OF SERVICE	36,000	36,000	8,000

BUDGET PAPERS 2023/24 - BUILT ENVIRONMENT
Planning Control

Ledger Code	Service	Original Budget 22/23 £	Revised Budget 22/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE			
40001 0100	Salaries	330,990	330,990	390,970
40001 0930	Travel Expenses	2,200	2,200	2,000
40001 2022	Subscriptions (BCIS)	1,900	1,900	1,800
40001 2004	Computer Software	3,000	3,000	3,300
40001 2033	Plants & Trees: Responsive Works	5,000	5,000	5,000
40001 2034	Plants & Trees: Planned Works	20,000	20,000	20,000
40001 2422	Legal Fees	4,000	4,000	2,000
40001 2423	Professional Services	7,000	11,000	10,000
40001 2429	Other external services (GIS & Gazeteer Officer)	22,100	22,100	23,100
40001 2432	Court Costs	500	500	500
40001 2520	Advertising	10,000	10,000	10,500
	Sub Total	406,690	410,690	469,170
	DIRECT CONTROL INCOME			
40001 9100	Court Costs	(500)	(500)	(500)
40001 9352	Planning Application Fees	(210,000)	(210,000)	(210,000)
40001 9355	Discharge of Conditions	(1,500)	(1,500)	(1,500)
40001 9356	Admin Charge: Planning and S106 Records Searches	(100)	(100)	(500)
40001 9395	Pre Application Advice	(22,500)	(22,500)	(22,500)
	Sub Total	(234,600)	(234,600)	(235,000)
	NET COST OF SERVICE	172,090	176,090	234,170

BUDGET PAPERS 2023/24 - BUILT ENVIRONMENT
Planning Policy

Ledger Code	Service	Original Budget 22/23 £	Revised Budget 22/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE			
40101 0100	Salaries	189,320	189,320	137,940
40101 0930	Travel Expenses	400	400	300
40101 2424	Shared Services: Joint Strategic Planning Manager	13,200	13,200	13,800
40101 5176	Local Plan	0	0	105,000
40101 5185	Strategic Growth Plan	15,000	15,000	15,000
40101 5511	Council's Property Information System (CAPS)	14,400	14,400	14,400
	Sub Total	232,320	232,320	286,440
	NET COST OF SERVICE	232,320	232,320	286,440

BUDGET PAPERS 2023/24 - BUILT ENVIRONMENT
Planning Section

Ledger Code	Service	Original Budget 22/23	Revised Budget 22/23	2023-24 Budget
		£	£	£
	DIRECT CONTROL EXPENDITURE			
40901 0100	Salaries	94,800	94,800	157,620
40901 0930	Travel Expenses	200	200	200
40901 0975	Professional Fee Payments	3,000	3,000	3,000
40901 2000	New Equipment & Furniture	600	600	200
40901 2022	Journals/Books/Subscriptions	2,400	2,400	2,000
40901 2300	Protective Clothing	300	300	300
40901 2430	Land Registry	200	200	200
40901 2500	Printing & Stationery	600	600	0
40901 2801	Conferences/Seminars	2,400	2,400	2,400
40901 5512	County Environmental Advice SLA	2,100	2,100	2,100
	Sub Total	106,600	106,600	168,020
	NET COST OF SERVICE	106,600	106,600	168,020

BUDGET PAPERS 2023/24 - BUILT ENVIRONMENT
Economic Development

Ledger Code	Service	Original Budget 22/23 £	Revised Budget 22/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE			
41001 0100	Salaries	200,980	200,980	213,480
41001 0930	Travel Expenses	400	400	250
41001 0975	Professional Subscriptions (Officers)	400	400	400
41001 1620	Water	2,500	2,500	0
41001 2429	Other External	0	10,000	0
41001 2430	Land Registry	0	0	100
41001 2713	Public WiFi	2,500	2,500	3,200
41001 2920	Digital Display Screens	2,000	2,000	2,000
41001 5148	Shared Services: Town Centre Manager	18,000	18,000	18,000
41001 5165	Christmas Lights	27,500	27,500	30,000
41001 5513	Markets	2,000	2,000	0
41001 5514	Town Centre Support	1,000	1,000	1,000
41001 5521	Town Centre Events	14,000	14,000	14,000
41001 5523	Business Support and Events	3,000	3,000	3,000
41001 5532	Sth Wigston Wayfaring	0	32,000	0
41001 5533	Development of a Bid Company	0	37,000	0
41001 5534	Town Centre Maintenance	5,500	5,500	3,000
	Sub Total	279,780	358,780	288,430
	DIRECT CONTROL INCOME			
41001 9057	Recharge to Capital Schemes	(111,490)	(111,490)	(111,490)
41001 9552	Markets	(2,400)	(2,400)	(2,400)
	Sub Total	(113,890)	(113,890)	(113,890)
	NET COST OF SERVICE	165,890	244,890	174,540

BUDGET PAPERS 2023/24 - HOUSING GENERAL FUND

Cleaning

Ledger Code	Service	Original Budget 22/23 £	Revised Budget 22/23 £	2023-24 Budget £
	DIRECT CONTROL EXPENDITURE			
62040 0100	Salaries	177,890	177,890	208,540
62040 0150	Overtime	4,300	4,300	4,300
62040 1502	Cleaning Materials	15,000	15,000	15,000
	NET COST OF SERVICE	197,190	197,190	227,840

HRA Budget Book

2023-24

BUDGET PAPERS 2023/24 - HRA

Cost Centre	Service	Original Budget 2022/23	Revised Budget 2022/23	2023-24 Budget
		£	£	£
12001	Housing Revenue Account	(3,528,800)	(3,528,800)	(3,887,746)
12003	Estate Management	1,809,300	1,809,300	2,113,533
	Older Persons Services and Community Care:			
11501	Churchill Close	(8,800)	(8,800)	39,000
11502	Marriott House	3,500	3,500	23,200
11503	William Peardon Court (Kings Drive)	4,900	4,900	24,200
11504	Communal Services	77,540	77,540	94,440
	Caretakers Services:			
12501	Elizabeth Court	200	200	200
12502	Bennett Way	100	100	100
12503	Boulter Crescent	100	100	100
12504	Burgess St, Maromme Sq, Junction Rd	100	100	100
	Total Supervision & Management:			
1****	Repairs & Maintenance	1,067,000	1,067,000	1,236,888
	NET COST OF SERVICES	(574,860)	(574,860)	(355,986)
64501	Capital Charges	625,000	625,000	747,397
-	Year End Adjustments	0	0	
	(Surplus) / Deficit	50,140	50,140	391,412
90002	Reserve Balance B/Fwd	(1,139,200)	(1,485,000)	(1,485,000)
	(Surplus) / Deficit for Year	50,140		0
9 0002	Reserve Balance C/Fwd	(1,089,060)	(1,485,000)	(1,485,000)

**BUDGET PAPERS 2022/23 - HRA
Housing Revenue Account**

Ledger Code	Expenditure	Original Budget 2022/23	Revised Budget 2022/23	2023-24 Budget
		£	£	£
	EXPENDITURE			
12001 1615	Council Tax on Void Properties	10,000	10,000	10,000
12001 6002	Debt Management Charges	10,000	10,000	10,000
12001 6010	Depreciation	1,580,000	1,580,000	1,580,000
12001 7202	Provision for Bad Debts	75,000	75,000	75,000
	Sub Total	1,675,000	1,675,000	1,675,000
	INCOME			
12001 9600	Rents - Dwellings	(5,086,000)	(5,086,000)	(5,442,020)
12001 9602	Service Charges for Lease Held Flats	(24,900)	(24,900)	(26,643)
12001 9603	Rents - Shop	(16,900)	(16,900)	(18,083)
12001 9604	Rents - Garage	(76,000)	(76,000)	(76,000)
	Sub Total	(5,203,800)	(5,203,800)	(5,562,746)
	NET COST OF SERVICE	(3,528,800)	(3,528,800)	(3,887,746)

Estates Management

Ledger Code	Expenditure	Original Budget 2022/23	Revised Budget 2022/23	2023-24 Budget
		£	£	£
	Employee Costs			
12003 0100	Salaries	420,000	420,000	429,110
12003 0102	LGPS Lump Sum	0	0	52,320
12003 0200	Hired Staff	35,000	35,000	35,000
12003 0930	Travel Expenses	2,600	2,600	2,600
12003 0975	Professional Subscriptions - Officers	600	600	600
	Sub total	458,200	458,200	519,630
	Premises Expenses			
12003 1640	Garage Rent	1,200	1,200	0
	Sub total	1,200	1,200	0
	Supplies and Services			
12003 2000	New Equipment	1,700	1,700	1,700
12003 2004	Computer Software	65,200	65,200	110,400
12003 2022	Journals, Books & Subscriptions	4,000	4,000	4,000
12003 2300	Protective Clothing	1,200	1,200	1,200
12003 2428	Estate Agents Fees re Valuation of Assets	2,500	2,500	0
12003 2429	Professional Fees - Orchard Development	16,700	16,700	16,700
12003 2430	Land Registry Fees	100	100	100
12003 2432	Court Costs	4,000	4,000	4,000
12003 2456	Cost of Recovery	700	700	700
12003 2801	Confrences and Seminars	700	700	700
	Sub total	96,800	96,800	139,500
	Projects			
12003 5007	Compensation	0	0	10,000
12003 5146	Domestic Abuse	5,600	5,600	5,600
12003 5157	Resident Involvement	8,000	8,000	8,000
12003 5158	Under Occupation Incentive Scheme	2,500	2,500	0

Ledger Code	Expenditure	Original Budget 2022/23	Revised Budget 2022/23	2023-24 Budget
		£	£	£
	Sub Total	16,100	16,100	23,600
	Total Expenditure	572,300	572,300	682,730
	Income			
12003 9100	Court Costs Reimbursed	(3,000)	(3,000)	(3,000)
	Sub Total	(3,000)	(3,000)	(3,000)
	Recharge from the general fund			
12003 4630	Corporate Management Contribution	1,240,000	1,240,000	1,433,803
	Sub Total	1,240,000	1,240,000	1,433,803
	NET COST OF SERVICE	1,809,300	1,809,300	2,113,533

Churchill Close

Ledger Code	Expenditure	Original Budget 2022/23	Revised Budget 2022/23	2023-24 Budget
		£	£	£
	Premises Repairs			
11501 1140	Lift Repairs	2,000	2,000	2,000
11501 1149	Fire Extinguishers	300	300	300
11501 1401	Gas	27,300	27,300	104,000
11501 1620	Water	1,000	1,000	1,000
	Sub-total	30,600	30,600	107,300
	Supplies and Services			
11501 2000	New Equipment	300	300	300
11501 2016	TV Licence	200	200	200
11501 2703	Telephones	900	900	900
11501 2711	Alarms	400	400	400
	Sub Total	1,800	1,800	1,800
	INCOME			
11501 9075	Central Heating Charges	(28,900)	(28,900)	(57,800)
11501 9557	Rental P.C.N. Site	(12,300)	(12,300)	(12,300)
	Sub Total	(41,200)	(41,200)	(68,300)
	NET COST OF SERVICE	(8,800)	(8,800)	40,800

Marriott House

Ledger Code	Expenditure	Original Budget 2022/23	Revised Budget 2022/23	2023-24 Budget
		£	£	£
	Premises Expenses			
11502 1135	Maintenance Contracts	100	100	100
11502 1140	Lift Repairs	700	700	700
11502 1149	Fire Extinguishers	500	500	500
11502 1401	Gas	9,400	9,400	42,000
11502 1620	Water	2,300	2,300	2,300
	Sub-total	13,000	13,000	45,600
	Supplies and Services			
11502 2000	New Equipment	300	300	300
11502 2016	TV Licence	500	500	500
11502 2703	Telephones	600	600	600
11502 2711	Fire & Security Alarms	1,000	1,000	1,000
11502 2713	Wi-Fi	1,000	1,000	1,000
	Sub Total	3,400	3,400	3,400
	Income			
11502 9075	Central Heating Charges	(12,900)	(12,900)	(25,800)
	Sub Total	(12,900)	(12,900)	(25,800)
	NET COST OF SERVICE	3,500	3,500	23,200

William Peardon Court

Ledger Code	Expenditure	Original Budget 2022/23	Revised Budget 2022/23	2023-24 Budget
		£	£	£
	Premises Expenses			
11503 1135	Maintenance Contracts	100	100	100
11503 1140	Lift Repairs	600	600	600
11503 1149	Fire Extinguishers	300	300	300
11503 1401	Gas	12,300	12,300	47,000
11503 1620	Water	5,800	5,800	5,800
	Sub Total	19,100	19,100	53,800
	Supplies and Services			
11503 2000	New Equipment	300	300	300
11503 2016	TV Licences	300	300	300
11503 2703	Telephones	500	500	500
11503 2711	Fire & Security Alarm	1,800	1,800	1,800
	Sub Total	2,900	2,900	2,900
	Income			
11503 9075	Central Heating Charges	(15,400)	(15,400)	(30,800)
11503 9608	Scooter Electric Charge	(1,700)	(1,700)	(1,700)
	Sub Total	(17,100)	(17,100)	(32,500)
	NET COST OF SERVICE	4,900	4,900	24,200

Communal Areas

Ledger Code	Expenditure	Original Budget 2022/23	Revised Budget 2022/23	2023-24 Budget
		£	£	£
	DIRECT CONTROL EXPENDITURE			
11504 1400	Electricity	38,500	38,500	56,500
11504 2000	Equipment	300	300	0
11504 2703	Telephone Charges - Lifelines	800	800	0
11504 2709	Central Control System - Lifeline	6,240	6,240	6,240
11504 2710	Speech Call Door Entry System	24,000	24,000	24,000
11504 2711	Fire & Security Alarm	7,700	7,700	7,700
	Sub Total	77,540	77,540	94,440
	NET COST OF SERVICE	77,540	77,540	94,440

Elizabeth Court

Ledger Code	Expenditure	Original Budget 2022/23	Revised Budget 2022/23	2023-24 Budget
		£	£	£
	DIRECT CONTROL EXPENDITURE			
12501 1149	Fire Extinguishers	100	100	100
12501 1620	Water	100	100	100
	Sub Total	200	200	200
	NET COST OF SERVICE	200	200	200

Bennett Way

Ledger Code	Expenditure	Original Budget 2022/23	Revised Budget 2022/23	2023-24 Budget
		£	£	£
	DIRECT CONTROL EXPENDITURE			
12502 1149	Fire Extinguishers	100	100	100
	Sub Total	100	100	100
	NET COST OF SERVICE	100	100	100

Boulter Crescent

Ledger Code	Expenditure	Original Budget 2022/23	Revised Budget 2022/23	2023-24 Budget
		£	£	£
	DIRECT CONTROL EXPENDITURE			
12503 1149	Fire Extinguishers	100	100	100
	Sub Total	100	100	100
	NET COST OF SERVICE	100	100	100

Marrorne, Burgess St and Junction Road

Ledger Code	Expenditure	Original Budget 2022/23	Revised Budget 2022/23	2023-24 Budget
		£	£	£
	DIRECT CONTROL EXPENDITURE			
12504 1149	Fire Extinguishers	100	100	100
	Sub Total	100	100	100
	NET COST OF SERVICE	100	100	100

Repairs & Maintenance

Ledger Code	Expenditure		Original Budget	Revised Budget	2023-24
			2022/23	2022/23	Budget
			£	£	£
	DIRECT CONTROL EXPENDITURE				
10001 0100	Salaries		200,000	200,000	273,050
10001 0150	Overtime		1,000	1,000	1,000
10001 0930	Travelling Expenses		4,700	4,700	4,700
10001 2000	New Equipment		500	500	500
10001 2022	Journals Books & Subscriptions		1,100	1,100	1,100
	Sub Total		207,300	207,300	280,350
	DIRECT CONTROL INCOME				
10001 9200	Fees & Charges		(200)	(200)	(200)
10001 9200	Fees & Charges		0	0	(68,263)
10001 9362	Replacement Keys		(100)	(100)	(100)
	Sub Total		(300)	(300)	(68,563)
	REPAIRS AND MAINTENANCE				
10001 1040	General Maint	Misc	16,000	16,000	17,600
10001 1041	General Maint	Plumbing	63,000	63,000	69,300
10001 1042	General Maint	Gas	40,000	40,000	44,000
10001 1043	General Maint	Electrical	52,000	52,000	57,200
10001 1044	General Maint	Structural	18,000	18,000	19,800
10001 1045	General Maint	External Site	64,000	64,000	70,400
10001 1046	General Maint	Decorations	3,000	3,000	3,300
10001 1047	General Maint	Window Maintenance	15,000	15,000	16,500
10001 1049	General Maint	Joinery	22,000	22,000	24,200
10001 1051	General Maint	Asbestos	2,000	2,000	2,200
10001 1052	General Maint	Asbestos	1,000	1,000	1,100
10001 1054	General Maint	Flooring	1,000	1,000	1,100
10001 1055	General Maint	Rubbish Collection	3,000	3,000	3,300
	Sub Total		300,000	300,000	330,000
10003 1040	Void Maint	Misc	23,000	23,000	25,300

Ledger Code	Expenditure		Original Budget	Revised Budget	2023-24
			2022/23	2022/23	Budget
			£	£	£
10003 1041	Void Maint	Plumbing	27,000	27,000	29,700
10003 1042	Void Maint	Gas	16,000	16,000	17,600
10003 1043	Void Maint	Electrical	64,000	64,000	70,400
10003 1044	Void Maint	Structural	3,000	3,000	3,300
10003 1045	Void Maint	External Site	1,000	1,000	1,100
10003 1046	Void Maint	Decorations	50,000	50,000	55,000
10003 1047	Void Maint	Window Maintenance	3,000	3,000	3,300
10003 1049	Void Maint	Joinery	65,000	65,000	71,500
10003 1054	Void Maint	Floor Upgrades	3,000	3,000	3,300
	Sub Total		255,000	255,000	280,500
10901 1040	Planned Maint	Insulation	6,000	6,000	6,600
10901 1043	Planned Maint	Electrical Upgrades	12,000	12,000	72,000
10901 1045	Planned Maint	External Improvements	17,000	17,000	18,700
10901 1051	Planned Maint	Asbestos Surveys	31,000	31,000	34,100
10901 1052	Planned Maint	Asbestos Remedial Work	37,000	37,000	40,700
10901 1053	Planned Maint	Fire Risk Assessments	30,000	30,000	33,300
10901 1056	Planned Maint	Water Main Replacement	2,000	2,000	2,200
10901 1057	Planned Maint	Tree Pruning and Removal	0	0	20,000
	Sub Total		135,000	135,000	227,600
10902	Minor Disabled Adaptations		20,000	20,000	22,000
10904	Service Repairs Contract		150,000	150,000	165,000
	REPAIRS AND MAINTENANCE SUB TOTAL		860,000	860,000	1,025,100
	NET COST OF SERVICE		1,067,000	1,067,000	1,236,888

Capital Charges and Appropriations

Ledger Code	Expenditure	Original Budget 2022/23	Revised Budget 2022/23
		£	£
	CAPITAL CHARGES		
64501 5113	Interest Paid on Loans	630,000	630,000
64501 9823	Interest Received on Balances	(5,000)	(5,000)
	Sub Total	625,000	625,000
	TOTAL CAPITAL CHARGES and APPROPRIATIONS	625,000	625,000

Agenda Item 10



Policy, Finance and Development Committee	Tuesday, 27 June 2023	Matter for Decision
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Report Title: **Anti-Fraud and Corruption Policy**

Report Author(s): **Bev Bull (Head of Finance / Deputy Section 151 Officer)**

Purpose of Report:	To present the updated Anti-Fraud and Corruption Policy for Oadby and Wigston Borough Council for approval by PFD Committee.
Report Summary:	The Anti-Fraud and Corruption Policy sets out the key roles and responsibilities for fraud, bribery and corruption prevention, what to do if fraud, bribery and corruption is suspected and the action that will be taken by management if fraud, bribery and corruption is detected.
Recommendation(s):	That the Committee approve the Council's Anti-Fraud and Corruption Policy (at set out at Appendix 1).
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	<p>Sal Khan (Interim Strategic Director and S151 Officer) (0116) 257 2635 sal.khan@oadby-wigston.gov.uk</p> <p>Bev Bull (Head of Finance / Deputy S151 Officer) (0116) 257 2649 bev.bull@Oadby-Wigston.gov.uk</p> <p>Rashpal Sohal (Finance Manager) (0116) 257 2705 rashpal.sohal@Oadby-Wigston.gov.uk</p> <p>Jon Owst (Revenue and Benefits Manager) (0116) 257 2859 jon.owst@oadby-wigston.gov.uk</p>
Strategic Objectives:	Our Council (SO1)
Vision and Values:	"Our Borough - The Place To Be" (Vision) Customer & Community Focused (V1) Proud of Everything We Do (V2) Collaborative & Creative (V3)
Report Implications:-	
Legal:	There are no implications directly arising from this report.
Financial:	There are no implications directly arising from this report.
Corporate Risk Management:	Decreasing Financial Resources / Increasing Financial Pressures (CR1) Reputation Damage (CR4) Regulatory Governance (CR6) Increased Fraud (CR10)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable

Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
Statutory Officers' Comments:-	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
Consultees:	None.
Background Papers:	Previous version of the Anti-Fraud and Corruption Policy. Fighting Fraud and Corruption Locally guidance (2020)
Appendices:	1. Anti-Fraud and Corruption Policy

1. Introduction

- 1.1 Local Authorities have a duty to safeguard public funds. The fight against fraud is an ongoing and a constantly evolving process. The Council is responsible for protecting public assets, acting in the public interest and making best use of resources to achieve intended outcomes.
- 1.2 The Council should have in place a policy which set out its approach to preventing, detecting and investigating fraud, bribery and corruption. This is the Anti-Fraud and Corruption Policy.
- 1.3 Fraud is the intentional distortion of records by persons internal or external to us, which is carried out for gain.
- 1.4 Bribery is an inducement or reward offered, promised or provided to gain personal, commercial or contractual advantage which is done either directly or via a third party.
- 1.5 Corruption is the offering, giving, soliciting or acceptance of an inducement or reward which may influence the action of any other person.
- 1.6 The periodic review of the Anti-Fraud and Corruption Policy and procedures ensures the Council's approach is up to date and accords with current thinking and best practice.

2. Anti-Fraud and Corruption Policy Review

- 2.1 The Anti-Fraud & Corruption Policy has been updated to include a section detailing the types of sanctions that could be taken, including the different types of criminal and civil redress that the Council could pursue. This is in accordance with the Fighting Fraud and Corruption Locally guidance (2020), which provides a framework for local authorities to consider the effectiveness of their counter fraud framework in four key areas: Govern, Acknowledge, Prevent and Pursue.
- 2.2 The Anti-Fraud & Corruption Policy has also been updated to include appendices outlining the reporting procedures for employees, elected members, and members of the public. Whilst these procedures have always been detailed in the policy, the appendices have now been included for ease of reference.

Anti-Fraud and Corruption Policy

April 2023

Document Revision

Version	Date	Issue / Purpose / Comment	Prepared	Authorised
1	14/10/2014	Initial draft	Head of Law and Democracy	PFD Committee
2	13/04/2023	Latest revised draft	Head of Finance	

Next Review due: April 2025

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Appendices

- Appendix 1: The Seven Principles of Public Life
- Appendix 2: Employee Fraud Reporting Procedure
- Appendix 3: Elected Member Fraud Reporting Procedure
- Appendix 4: Member of the Public Fraud Reporting Procedure

1.0 Background

Oadby and Wigston Borough Council (“the Council”) has a zero-tolerance position concerning fraud, bribery, corruption or abuse of position for personal gain in the conduct of its activities. The residents of Oadby and Wigston have a right to expect that public funds are handled honestly, and that Council elected members and employees are honest and that their conduct is beyond reproach.

Elected members of the public and external organisations (contractors and suppliers) are expected to act with integrity and honesty and without intent to commit fraud, corruption or bribery in any dealings they may have with the Council.

Fraud, corruption and bribery undermine the standards of Council services and reduce the resources available for legitimate use. The Council is therefore committed to eliminating all forms of fraud, corruption and bribery, both from within the Council and from outside.

This Policy should be read in conjunction with the Council’s:

- Financial Regulations
- Contract Procedure Rules
- Confidential Reporting (“Whistleblowing”) Policy
- Codes of Conduct for Elected Members and Officers
- Disciplinary Policy and Procedure
- Gifts Register
- Money Laundering Policy

2.0 Purpose

Through this Policy, the Council intends to:

- Demonstrate that it will not tolerate fraud, bribery and corruption;
- Reduce its losses through fraud;
- Have adequate bribery prevention measures in place;
- Minimise the risk to the Council’s good reputation;
- Promote the principles of good governance with Councillors, Council employees and all parties with whom the Council does business;
- Enhance its procedures aimed at preventing and discouraging fraud, corruption and bribery;
- Enable Councillors, Council employees and external parties to raise any concerns regarding Council activity and to ensure that these concerns are addressed;
- Enhance its procedures of investigating allegations of such conduct and enable the Council to apply appropriate sanctions and recovery of losses.

- Raise awareness of the risks of fraud, corruption and bribery against the Council.
- Provide recommendations to inform policy, system and control improvements, thereby reducing the Council's exposure to fraudulent activity.

3.0 Scope

This Policy applies to elected members, co-opted members of committees and all officers (full time, part-time, temporary and casual) who work for the Council. The term "officer" includes all types of employees of the Council. This Policy also applies to service providers to the Council. The Nolan Committee Report "Standards of Conduct in Local Government, 1997" states:

"Where a citizen receives a service which is paid for wholly or in part by the taxpayer, then the government or local authority must retain appropriate responsibility for safeguarding the interests of both the user and taxpayers regardless of the status of the service provider."

The Seven Principles of Public Life to which the Nolan Report refers are to be found in **Appendix 1**.

The Council expects that individuals and organisations (i.e. suppliers, contractors, service providers, partners and volunteers) will act with integrity and without intent to commit fraud against the Council in any dealings. Where relevant, the Council will include appropriate clauses in its contracts about the consequences of fraud, bribery and corruption. Should evidence of such acts emerge, it is likely to lead to a termination of the particular contract and may lead to prosecution.

It should be noted that the Council's Corporate Enforcement policy applies to the prevention and detection of local council tax support fraud.

The Council outsources investigations to Leicestershire Revenues and Benefits Partnership who conduct their enquiries in line with legislation, internal policies and procedures.

Local Council Tax Support fraud is a criminal offence and the Council will not hesitate to prosecute offenders or administer appropriate sanctions.

4.0 Roles and Responsibilities

The Council recognises that the successful implementation of an anti-fraud and corruption culture is dependent on the commitment and involvement of elected members, management, employees and stakeholders in the wider community. Specific responsibilities are detailed below. Collectively these actions promote an anti-fraud culture and will minimise the Council's exposure to the risk of fraud and corruption.

Chief Executive	Responsible for the effectiveness of the Council's arrangements for countering fraud and corruption and; Responsible for leading and promoting the Council's ethical agenda.
Chief Finance Officer /Section 151 Officer	Responsible for the proper administration of the Council's financial affairs. Overall responsibility for developing and maintaining an Anti-Fraud and Corruption Policy; developing and maintaining a Whistle Blowing Policy; Maintenance of a register of interests and a register for recording gifts or hospitality. Investigates allegations of fraud and corruption received by the Council. Has a duty to notify the Chief Executive if the Council, one of its committees or one of its officers has taken or is about to take, an unlawful action which has or would result in a loss to the Council. Will monitor the effectiveness of all aspects of the Council's anti-fraud, bribery and corruption procedures.
Monitoring Officer / Head of Law and Democracy	Ensures that all decisions that the Council makes are within the law. Has a key role in promoting and maintaining high standards of conduct amongst elected members through supporting elected members to follow the Member Code of Conduct and the Council's other rules and procedures. Maintains a Corporate Register of fraud and corruption allegations. Prepares an Annual Report to the Policy, Finance and Development Committee on these allegations. Responsible for overseeing the Whistleblowing policy and procedure.
Policy, Finance and Development Committee	To approve the Anti-Corruption and Fraud Policy. Promotes high standards of conduct amongst elected members and considers and takes action in relation to complaints received about elected members' conduct. Considers fraud and corruption allegations made by elected members. Receives reports assessing the Council's arrangements for preventing fraud from Internal Audit.
Line Managers, Supervisors, and Heads of Service	Responsible for ensuring that this policy and procedure is applied and complied with in a positive and supportive manner. Responsible for the successful implementation of controls designed to prevent and/or detect fraud within their service areas. Managers should ensure that employees are aware of and regularly reminded about the Council's policies on Anti-Fraud and Corruption and Whistleblowing. Managers should strive to create an environment in which the employees in their service area feel able to approach them with any concerns they may have about suspected irregularities.

Elected Members	Elected members of the Council are required to operate within the limits set out in the procedures and rules set out in the Council's Constitution and the Members Code of Conduct. This includes a requirement to declare interests that may conflict with their duties and to not take part in decision making where their interest could influence their decision. Elected members have a duty to report and provide information to the Policy, Finance and Development Committee where they suspect fraud or corruption in accordance with the procedures set out in this policy. Required to declare the receipt of all gifts and hospitality in a Register maintained by the Monitoring Officer. Each elected member shows that they have accepted and understood the Code of Conduct for Members by signing a copy when they take office. Conduct and ethical matters are specifically raised during their induction, including the need to declare relevant interests.
Employees	Employees have a contractual responsibility to work to the required standard, achieving a level of performance which is set out by the Council. Each employee must comply with the Employee Code of Conduct and the Council's Constitution (including Financial Regulations and Contract Procedure Rules) as well as any other policies and procedures that relate to their role and responsibility. The Employee Code of Conduct sets out guidelines on employees declaring gifts and hospitality associated with professional and personal conduct and conflicts of interest. Employees are responsible for ensuring that they follow the instructions given to them by management, particularly in relation to the safekeeping of the assets of the Council. Employees are encouraged and expected to raise any concerns they may have as to fraud, bribery or corruption in Council activities: such concerns shall be investigated and fairly dealt with by the Council in accordance with the Council's Whistleblowing Policy.
Internal Audit	Plays a vital and preventative role in trying to ensure that systems and procedures are in place to prevent and detect fraud, corruption and bribery. Where appropriate, it investigates allegations of such irregularities. Test the Council's systems and procedures to ensure they are adequate and makes recommendations to enhance these processes and procedures. Prepares an annual programme of internal audits, designed to assist the prevention of fraud by highlighting areas where controls are inadequate or are not operating. Prepares Annual Report for Finance, Planning and Development Committee.

External Audit	Assesses the Council's standards of financial conduct and its efforts to prevent and detect fraud, corruption and bribery. Liaises with Council officers in making its assessments.
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Conflicts of Interest

Both elected members and employees must ensure that they avoid situations where there is any possibility of a conflict of interest. Such situations can arise with the externalisation of services, internal tendering, planning and land issues etc. Effective role separation will ensure decisions made are seen to be based upon impartial advice and avoid questions about improper disclosure of confidential information.

5.0 Definitions of Fraud, Corruption and Bribery

Fraud

The Chartered Institute of Public Finance and Accountancy ("CIPFA") defines fraud as the "intentional distortion of financial statements or other records by persons internal or external to the organisation, which is carried out to conceal the misappropriation of assets or otherwise for gain."

Fraud is a deliberate act by an individual or group of individuals. Fraud is therefore always intentional and dishonest.

The Fraud Act 2006 created a general offence of fraud which can be committed in 3 ways:

- Fraud by false/dishonest representation to gain or cause loss or risk of loss;
- Fraud by failing to disclose information where there is a legal duty to do so; and
- Fraud by abuse of position

Other offences under the Fraud Act 2006 are:

- Obtaining services dishonestly;
- Possessing, making and supplying articles for use in frauds; and
- Fraudulent trading applicable to non-corporate traders (i.e. the Companies Acts apply to sole traders)

Corruption

The Audit Commission (now disbanded) defined corruption as "offering, giving, soliciting or acceptance of an inducement or reward which may improperly influence the action of any person."

The Theft Act 1968 defines theft as the dishonest appropriation of property belonging to someone else with the intention of permanently depriving the owner of that property.

Bribery

Bribery is an inducement or reward offered, promised or provided to gain personal, commercial or contractual advantage which is done either directly or via a third party. Bribery is a criminal offence.

The Bribery Act 2010 features 2 general offences of bribery:

- **Bribing another person:** there are 2 sets of circumstances in which liability for this offence arise:
 - offering, promising or giving a financial or other advantage to another person with the intention of inducing or rewarding the improper performance of a relevant function or activity or as a reward for such improper activity; or
 - offering, promising or giving a financial or other advantage to another person in the knowledge or belief that that person's acceptance of the advantage would constitute improper performance of a relevant function or activity.
- **Receiving a bribe:** there are 4 sets of circumstances in which liability for this offence arise:
 - requesting, agreeing to receive or accepting a financial or other advantage with the intention that a relevant function or activity should be performed improperly in consequence (whether by the person himself or someone else);
 - requesting, agreeing to receive or accepting a financial or other advantage, and that that itself constitutes the improper performance of a relevant function or activity;
 - requesting, agreeing to receive or accepting a financial or other advantage as a reward for the improper performance (whether by the person himself or another person) of a relevant function or activity;
 - in anticipation of or in consequence of requesting, agreeing to receive or accepting a financial or other advantage, a relevant function or activity is performed improperly by the person himself, or someone else at the person's request or with the person's assent or acquiescence.

Relevant functions and activities for these 2 offences are those:

- of a public nature;
- connected with a business;
- performed in the course of a person's employment; or
- performed by or on behalf of a body or person (i.e., a business or an individual)

The person being bribed must be:

- expected to perform the function/activity in good faith;
- expected to perform the function/activity impartially; or
- in a position of trust by virtue of performing the function/activity.

6.0 Deterrence and Adequate Procedures to Combat Fraud and Corruption and Bribery

Failure To Prevent Bribery

There is a third offence under the Bribery Act 2010 in which commercial organisations (the Council comes within the Act's definition of "commercial organisation") can be prosecuted if someone associated with that organisation bribes another person to:

- obtain or retain business for the organisation, or
- obtain or retain an advantage in the conduct of business for the organisation.

The maximum penalty for this offence would be an unlimited fine.

The Council would have a defence to such a charge if it could prove it had adequate procedures in place to prevent persons associated with it from undertaking such conduct. The Ministry of Justice has issued guidance on adequate procedures which features these principles:

- **Proportionality** – the actions taken by an organisation should be in proportion to the risk of bribery;
- **Top Level Commitment** – each organisation should make a clear statement that bribery will not be tolerated. This message should be communicated to all staff, suppliers, customers and partners;
- **Risk Assessment** – each organisation should ensure that it has an effective process in place to identify specific bribery risks;
- **Due Diligence** – each organisation should have processes in place to ensure they know who they are doing business with;
- **Communication (including training)** – each organisation should have procedures in place to ensure that its bribery prevention policies and procedures are embedded and understood throughout the Council through internal and external communication, including training that is proportionate to the risks it faces;
- **Monitoring and review** – each organisation should monitor and review procedures designed to prevent bribery by persons associated with it and make improvements where necessary.

Deterrence and Prevention of Fraud

The Council shall be robust in response when fraud, corruption or bribery is suspected and proven: examples of deterrence would include:

- Having effective internal control systems, policies and procedures which allow for change and amendment but minimise the opportunity for fraud and corruption;
- Dismissal and/or prosecution of employees or contractors involved in corrupt activities;
- Publicising the Council's zero-tolerance stance towards fraud, corruption and bribery by referring to it at every opportunity, such as statements in its contracts, anti-bribery terms and conditions in its procurement arrangements with contractors, on the Council's website, its claim forms and publicity literature;
- Taking action to maximise recoveries for the Council – through agreement, court action, penalty clauses in contracts, insurance etc; or
- Using the Proceeds of Crime Act 2002, the council will apply realistic and effective sanctions for individuals or organisations where an investigation reveals fraudulent activity.

Internal Controls Against Fraud

The Section 151 Officer is responsible for the administration of the Council's financial affairs. They are required to:

- Maintain an effective accounting system;
- Comply with statutory financial reporting deadlines; and
- Maintain an adequate and effective internal audit.

Under the Accounts and Audit Regulations 2011, the Council must ensure that it has adequate and effective financial management and a good system of internal control. Its system must be reviewed annually, and a statement must be published with the accounts (the Annual Governance Statement).

The Council's Financial Regulations also set out the requirement to maintain a system of internal control. Internal Audit reviews the systems and helps to detect and prevent fraud and errors as well as protecting the Council's assets. Internal and External Audit both review the adequacy of the Council's financial systems: the senior management team will be responsive to audit recommendations. The appropriate managers shall be informed of fraud warnings received from Internal and External Audits to ensure that safeguards are in place. The Local Council Tax Support Investigation team and Internal Audit shall assess the Council's arrangements for preventing fraud and report its findings to the Policy, Finance and Development Committee.

Where appropriate, the Council shall liaise with other agencies and authorities, such as the Police, the Department for Work and Pensions, and other local authority groups. Exchanges of information will be considered with these organisations in accordance with data protection laws, along with working with the National Anti-Fraud Network.

Elected Members' Measures Against Fraud

All elected members are required to comply with the Members' Code of Conduct. The Code requires elected members to notify the Monitoring Officer of:

- Any areas of conflict between their public duties and their private or professional lives; and
- Any offers of gifts and hospitality connected with their duties to the Council.

The Council has a Policy, Finance and Development Committee which helps elected members to follow the Code of Conduct while maintaining high standards of members' conduct.

Employee Measures Against Fraud

Employees' integrity and good conduct is necessary to ensure the success of Council measures to prevent fraud and corruption. In accordance with the Council's Recruitment and Selection Policy, staff recruitment procedures shall establish:

- The identity of employees in accordance with section 8 of the Immigration, Asylum and Nationality Act 2006;
- The integrity of potential employees: references from previous employers shall be requested, and the successful candidate shall undertake a Disclosure and Barring Service check if the position requires one;
- The employee's employment history and qualifications.

Employees shall be expected to follow and abide by the Employee Handbook. Employees in roles subject to professional regulation must also follow Codes of Conduct set by their regulatory authorities.

Council employees shall record all offers of gifts and hospitality connected with their employment in the Council's Gifts Register. Any relevant personal interests which may have a bearing on the employee's duties must be logged in the Register of Interests.

7.0 Raising Concerns of Fraud or Corruption with the Council

The Council may be alerted to instances of fraud and corruption by employees, elected members and the public. Such warnings are useful in acting against fraud, and the Council shall:

- Treat such information fairly and consistently with other sources of information;
- Investigate the allegations;
- Install effective channels of communication to receive information through the Council's policies and procedures on Whistleblowing and Money Laundering. This will ensure that employees, elected members and the public are able to voice their concerns, while upholding the protection offered to informants under the Public Interest Disclosure Act 1998.

The Council encourages suspected instances of fraud to be reported in an open yet confidential manner. Employees and contractors are actively encouraged to report genuine suspicions and are required to co-operate with any Internal Audit activity. Where employees identify themselves on a confidential basis, as far as practical, their

anonymity will be respected and they will not be discriminated against for making reports.

Employees should raise their concerns with their line manager, who will then report them to Senior Management. If inhibited, employees should contact the Section 151 Officer or the Monitoring Officer. Concerns about Senior Management should be referred to the Chief Executive; concerns about the Chief Executive should be referred to the Leader of the Council.

Appendix 2 explains the procedures to be followed by an employee of the Council

Appendix 3 explains the procedures to be followed by an Elected Member of the Council

Appendix 4 explains the procedures to be followed by a member of the public / outside organisation

The Council's Whistleblowing Policy gives further guidance on how to raise concerns of fraud or corruption and it gives details about the support and safeguards available to those who raise such concerns.

8.0 The Council's Response to Fraud and Corruption

The Council shall treat fraud and corruption allegations in confidence. The allegations shall be investigated thoroughly in accordance with the Council's Disciplinary Policy and Procedure: the lead officer for investigating fraud and corruption allegations is the Section 151 Officer. Unless and until the investigation makes a finding to the contrary, the guilt of any individual or company shall not be assumed.

If the investigation finds that fraud or corruption has taken place, the Council shall, where appropriate:

- Prosecute the individual or refer the case to the Police;
- Take disciplinary action where an employee is involved, including dismissal;
- Refer the case to the Policy, Finance and Development Committee where a Councillor is involved;
- Pursue recovery for any financial loss;
- Report the results of any action taken to the media.

Malicious or vexatious allegations made by Council employees shall be dealt with in accordance with the Council's Disciplinary Policy and Procedure.

Form of Sanctions

The following are forms of sanction that will be taken as appropriate, where the Council finds that fraud or corruption has taken place:

- Disciplinary action;
- Civil proceedings;
- Criminal proceedings;

In some cases, more than one form of sanction may be appropriate. For example, where the employee has defrauded the Council, disciplinary, prosecution and civil recovery action may be taken.

Disciplinary Action

In the event of an allegation made against an employee, disciplinary action may be taken following the Council's disciplinary policy. In some cases, disciplinary action and criminal action may be appropriate and could be investigated in parallel. Outcomes of any disciplinary action will be taken in line with the Council's disciplinary policy and may, in appropriate cases, include dismissal from employment.

Civil Proceedings

Where it is considered that criminal prosecution will not be pursued, as the evidence is not sufficient to prove beyond reasonable doubt, it may be appropriate to consider civil proceedings.

For civil proceedings, the standard of proof is on the balance of probabilities.

Where it is evident that the Council has been defrauded by one of its own employees, customers or service users or other third party, the proceeds of fraud may be preserved through civil proceedings by:

- Recovery of monies;
- Council Tax Support Fraud – Civil Penalties
- Council Tax Fraud – Civil Penalties

Criminal Proceedings

In the most serious of cases, the Council will give consideration to the prosecution of those offenders suspected to have committed fraud. Where the Council considers there is sufficient evidence to indicate a criminal act has taken place, the Council will utilise its Legal Service to undertake the criminal prosecution.

There may be cases that are deemed more appropriate to be referred to the police. With these cases, the decision taken by the police or the Crown Prosecution Service will be final as to whether or not to pursue the case.

Criminal proceedings may be brought for a suspected offence under the following legislation:

- The Theft Act 1968 (as amended);
- The Fraud Act 2006;
- Forgery and Counterfeiting Act 1987;

- Computer Misuse Act 1990;
- Local Government Finance Act 1992;
- Data Protection Act 1998;
- Identity Card Act 2006;
- The Bribery Act 2010;
- Welfare Reform Act 2012;
- The Prevention of Social Housing Fraud Act 2013;
- The Council Tax Reduction Scheme (Enforcement & Fraud) Regulations 2013;
- Housing Act 1996;
- Road Traffic Regulation Act 1984;
- Proceeds of Crime Act 2002;
- Any other relevant provision in law

The Corporate Register

The Monitoring Officer shall maintain a Corporate Register of fraud and corruption allegations: officers assigned to investigate these allegations must ensure that he is provided with sufficient details.

An annual report shall be produced to the Policy, Finance and Management Committee and the Senior Management Team by the Monitoring Officer. This report shall include:

- A summary of the allegations made;
- The department the allegations concerned;
- The post the allegations concerned (if not confidential - employee names shall not be included); and
- Any lessons learned.

The report will allow for the Council and its departments to learn from its mistakes and not repeat them, and that there is a consistent approach to similar incidents and allegations.

Once confidential details have been removed, the Corporate Register shall be available for inspection by Internal and External Audit.

9.0 Training and Publicity

The success of the Council's policy against fraud, corruption and bribery will be determined by effective training of staff and through publication.

Training

Council staff and elected members shall be provided with training regarding the Council's zero-tolerance position on fraud, corruption and bribery so that they are aware of their responsibilities and the correct procedures to follow.

Staff involved in fraud and corruption investigation work shall receive regular and appropriate training in all of its aspects.

Publicity

The Council's zero-tolerance position to fraud, corruption and bribery can be demonstrated through:

- Publication of this Policy, and the Whistleblowing Policy and Procedure, on the Council's website and intranet;
- Publicising details of its court cases in the local media, promoting fraud awareness in the local community, and maintaining public confidence that the Council is protecting public resources.

10.0 Review and Monitoring

This policy and procedure will be reviewed jointly by Trade Unions (on behalf of the employees) and the management team on a biennial basis.

The Head of Law and Democracy will have delegated responsibility to make minor and insignificant changes, such as changes to grammar, spelling, paragraphing and font for example.

Appendix 1: The Seven Principles of Public Life

SELFLESSNESS: Holders of public office should take decisions solely in terms of public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.

INTEGRITY: Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

OBJECTIVITY: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

ACCOUNTABILITY: Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

OPENNESS: Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

HONESTY: Holders of public office have a duty to declare any private interest relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

LEADERSHIP: Holders of public office should promote and support these principles by leadership and example.

Appendix 2: Employee Fraud Reporting Procedure

If you suspect a fraud, theft or corruption is being committed within the Council or committed against the Council, there are a few simple guidelines that should be followed:

1. Make an immediate note of your concern

Note all relevant details:

- what was observed;
- details of conversations;
- date, time and name of the parties involved.

Do not attempt to investigate the matter yourself.

2. Convey your suspicions to your Section Manager or Head of Service

In accordance with Financial Regulations 14.2 and 14.5 if a manager becomes aware of or suspects a fraud, theft or corruption he/she must immediately notify the Chief Finance Officer or the Head of Finance. Upon receipt of such notification these officers shall take steps considered necessary. This will usually include one or more of the following actions:

- The matter being investigated by Internal Audit
- Referral to the Police
- Referral to the External Auditor.

Alternatively due to the seriousness and sensitivity of the issue and who is thought to be involved, you may take the matter directly to one of the following:

- Chief Executive Officer
- Monitoring Officer (Head of Law and Democracy)
- Chief Finance Officer

The Council has a Whistleblowing Policy which provides protection for employees against harassment or victimisation where concerns have been raised in good faith.

3. Report the matter promptly, if you feel your concerns are warranted

Any delay may cause the Council to suffer further financial loss.

The above demonstrates a number of ways in which your concerns can be raised within the Council. If you are not satisfied with the action taken, you may wish to take the matter outside the Council. The following are contact points:

- A Member of the Council

- Your Trade Union, relevant professional bodies or regulatory organisations.
- The Leicestershire Police non-emergency line 101.

If you do take the matter outside the Council, you need to ensure that you do not disclose confidential or privileged information.

Appendix 3: Elected Member Fraud Reporting Procedure

If you suspect a fraud, theft or corruption is being committed within the Council or committed against the Council, there are a few simple guidelines that should be followed:

1. Make an immediate note of your concern

Note all relevant details:

- what was observed;
- details of conversations;
- date, time and name of the parties involved.

Do not attempt to investigate the matter yourself.

2. Convey your suspicions

Report your concerns to the Chief Executive, Chief Finance Officer or Monitoring Officer.

3. Report the matter promptly

Any delay may cause the Council to suffer further financial loss.

The above demonstrates a number of ways in which your concerns can be raised within the Council. If you are not satisfied with the action taken, you may wish to take the matter outside the Council. The following are contact points:

- The Leicestershire Police non-emergency line 101.

If you do take the matter outside the Council, you need to ensure that you do not disclose confidential or privileged information.

Appendix 4: Member of the Public Fraud Reporting Procedure

If you suspect a fraud, theft or corruption is being committed within the Council or committed against the Council, there are a few simple guidelines that should be followed:

1. Make an immediate note of your concern

Note all relevant details:

- what was observed;
- details of conversations;
- date, time and name of the parties involved.

Do not attempt to investigate the matter yourself.

2. Convey your suspicions in writing marked CONFIDENTIAL to the following:

Chief Executive, Chief Finance Officer or the Monitoring Officer
Oadby and Wigston Borough Council
Council Office
Station Road
Wigston
Leicestershire
LE18 2DR

If the suspected fraud relates to Housing Benefit/Council Tax Benefit, forward your suspicions in writing marked CONFIDENTIAL to:

Revenues and Benefits Manager
Revenues
Council Office
Station Road
Wigston
Leicestershire
LE18 2DR

The service can be contacted during normal working hours on 0116 288 8961 or Contact the National Benefit Fraud Hotline on 0800 854 440 or complete the [National Benefit Fraud online form](#)

The above demonstrates a number of ways in which your concerns can be raised to the Council. If you are not satisfied with the action taken, you may wish to take the matter outside the Council.

The following are contact points:

- An Elected Member of the Council
- The Leicestershire Police non-emergency line 101.

Agenda Item 11



Policy, Finance and Development Committee	Tuesday, 27 June 2023	Matter for Information
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Report Title: Standards & Ethical Indicators (Q4 2022/23)

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

Purpose of Report:	To receive the figures for local determination of complaints and ethical indicators for Q4 2022-23.
Report Summary:	The report provides information in relation to Member Complaints, Corporate and Ombudsman Complaints, Freedom of Information Requests and Anti-Social Behaviour Reports and Resolutions.
Recommendation(s):	That the content of the report and appendix be noted.
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	Sal Khan (Interim Strategic Director / Section 151 Officer) (0116) 257 2677 sal.khan@oadby-wigston.gov.uk David Gill (Head of Law & Democracy / Monitoring Officer) (0116) 257 2626 david.gill@oadby-wigston.gov.uk
Corporate Objectives:	Our Council (SO1)
Vision and Values:	Not applicable.
Report Implications:-	
Legal:	There are no implications arising from this report.
Financial:	There are no implications arising from this report.
Corporate Risk Management:	Political Dynamics (CR3) Reputation Damage (CR4) Regulatory Governance (CR6)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable.
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
Statutory Officers' Comments:-	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	As the author, the report is satisfactory.
Consultees:	None.

Background Papers:	None.
Appendices:	1. Standards and Ethical Indicators (Q4 2022/23)

1. Information

- 1.1. Regular reporting about the Council’s activities under the Regulation of Investigatory Powers Act 2000 is a statutory requirement under the oversight regime of the Investigatory Powers Commissioner. This report to Members covers the fourth quarter (Q4) of 2022/23.
- 1.2. The report also contains other matters which Officers considered would be of interest to Members, including the number and disposal of Member Complaints, the number of Corporate and Ombudsman complaints, the number of Freedom of Information requests and the number of anti-social behaviour reports and resolutions.
- 1.3. The quarter four report for 2022/23 is attached at **Appendix 1** for Members’ information.



OADBY AND WIGSTON BOROUGH COUNCIL

STANDARDS AND ETHICAL INDICATORS

QUARTER 4 REPORT

2022/2023

1. Introduction

This is the quarterly report to the Policy Finance and Development Committee detailing both the figures for the Ethical Indicators and the figures for the Local Determination of Complaints process for 2022/2023.

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

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

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

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

2. Part 1 – Local Determination of Complaints

The Monitoring Officer received 1 complaint in Quarter 3 of 2022/2023 which remained under assessment at the time of the last report. The assessment has now been completed and no further action was required.

The Monitoring Officer received 1 complaint in Quarter 4.

2.1 Source of Complaint

The source of the complaint in Q4 was a member and following assessment no breach of the Code of Conduct was identified.

2.2 Assessment Sub-committee Decisions

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

2.3 Timeliness of Decision

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

2.4 Review Requests

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

2.5 Subsequent Referrals

None.

2.6 Outcome of Investigations

There were no formal investigations concluded in this period.

2.7 Parts of the Code Breached

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

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

Not applicable.

Ref	Performance Indicator Description	Officer responsible for providing information	Q1		Q2		Q3		Q4	
			2021/2022	2022/2023	2021/2022	2022/2023	2021/2022	2022/2023	2021/2022	2022/2023
LG1	Objections to the Council's Accounts	Head of Finance	0	0	0	0	0	0	0	0
LG2	Follow up Action relating to reaches of the Member/Officer Protocol (Members)	Head of Law & Democracy	0	0	0	0	0	0	0	0
LG3	Disciplinary Action relating to breaches of the Member / Officer Protocol (Staff)	HR Manager	0	0	0	0	0	0	0	0
LG4	Number of Whistle Blowing Incidents Reported	Head of Law & Democracy	0	0	0	0	0	0	0	0
LG5	No. of Recommendations made to improve Governance Procedures/Policies		0	0	0	0	0	0	0	0
LG6	No. of Recommendations Implemented		0	0	0	0	0	0	0	0

Corporate Complaints

Ref	Performance Indicator Description	Officer responsible for providing information	Q1		Q2		Q3		Q4	
			2021/2022	2022/2023	2021/2022	2022/2023	2021/2022	2022/2023	2021/2022	2022/2023
LG7	No. Corporate Complaints received	Policy, Compliance, and Data Protection Officer	37	37	35	29	20	32	47	53
	No. Corporate Complaints escalated to L2		7	9	1	5	5	5	12	6
	No. Corporate Complaints escalated to Ombudsman		1	2	0	3	0	0	1	0
LG7a	No. Corporate Complaints Resolved at L1		30	26	34	24	15	27	35	47
	No. Corporate Complaints Resolved at L2		6	7	1	5	5	5	12	6
LG7b	No. Corporate Complaints where compensation paid		0	1	0	2	1	0	2	0
	Service Area		-	Licensing	-	Housing	-	-	-	-
LG8	No. Ombudsman complaints received		0	2	0	3	0	0	1	0
	Service Area		-	Revs / Planning	-	Revs / Housing	-	-	-	-
LG8a	No. Ombudsman complaints resolved		0	2	0	2	0	0	1	0
LG8b	No. Ombudsman complaints not yet determined by the Ombudsman		1	0	0	1	0	0	0	0
LG8c	No. Ombudsman complaints where compensation paid		1	0	0	1	0	0	0	0

Freedom of Information Act Indicators

Ref	Performance Indicator Description	Officer responsible for providing information	Q1		Q2		Q3		Q4	
			2020/2021	2022/2023	2021/2022	2022/2023	2021/2022	2022/2023	2021/2022	2022/2023
LG9a	No. of FOI Requests Compliant	Policy, Compliance, and Data Protection Officer	113	181	109	116	139	112	163	172
LG9b	No. of Non-compliant FOI Requests		19	11	39	8	16	8	21	16
LG9c	No. of FOI Requests still open and within the 20 working days		0	0	0	0	1	7	0	0
LG9d	No. of FOI Requests withheld due to exemptions/fees applied		7	4	4	2	0	2	2	1

Regulation of Investigatory Powers Act Indicators

Ref.	Performance Indicator Description	Officer Responsible for Providing Information	Q1		Q2		Q3		Q4	
			2021/2022	2022/2023	2021/2022	2022/2023	2021/2022	2022/2023	2021/2022	2022/2023
LG10	No. of Directed Surveillance Authorisations granted during the quarter	Head of Law & Democracy	0	0	0	0	0	0	0	0
LG10a	No. in force at the end of the quarter		0	0	0	0	0	0	0	0
LG10b	No. of CHIS recruited during the quarter		0	0	0	0	0	0	0	0
LG10c	No. ceased to be used during the quarter		0	0	0	0	0	0	0	0
LG10d	No. active at the end of the quarter		0	0	0	0	0	0	0	0
LG10e	No. of breaches (particularly unauthorised surveillance)		0	0	0	0	0	0	0	0
LG10f	No. of applications submitted to obtain communications data which were rejected		0	0	0	0	0	0	0	0
LG10g	No. of Notices requiring disclosure of communications data		0	0	0	0	0	0	0	0
LG10h	No. of authorisations for conduct to acquire communications data		0	0	0	0	0	0	0	0
LG10i	No. of recordable errors		0	0	0	0	0	0	0	0

Anti-Social Behaviour Indicators

Ref.	Performance Indicator Description	Officer responsible for providing information	Q1		Q2		Q3		Q4	
			2021/2022	2022/2023	2021/2022	2022/2023	2021/2022	2022/2023	2021/2022	2022/2023
	No. of Complaints Registered	Head of Law and Democracy	31	24	27	17/34	17	11/14	17	3/17
	No. of Disposals		10	5	16	3/10	9	6/8	8	2/1
	No. of Complaints still Open		0	1	2	4/0	3	5/2	0	2/0
	No Further Action (where suspect identified)		2	3	3	1/8	5	0/3	1	0/4
	No Further Action (no suspect identified)		19	17	18	13/22	9	5/8	9	1/13

ASB Officer figures Red
Housing ASB figures Blue

*2021/22 Q4, one reported incident resulted in 2 suspects being identified

*2022/2023 Q1, No Further Action (no suspect identified) – this result is 17 due to 2 suspects being identified and receiving Disposals on 1 report

*ASB Officer – 2022/2023 Q4, No Further Action and Disposal given to same suspect for the same report after investigation.

Food Safety Inspections

Ref.	Performance Indicator Description	Officer responsible for providing information	Q1		Q2		Q3		Q4	
			2021/2022	2022/2023	2021/2022	2022/2023	2021/2022	2022/2023	2021/2022	2022/2023
BPE31	No. of high-risk Inspections	Head of Law & Democracy	56*	3	33*	2	93*	4	159*	1
	No. of medium inspections		N/A	N/A	56	56				
	No. new business registered		14	9	8	13				
No. of high-risk Inspections Completed	16*		3	100*	2	33*	1	36*	4	
No. of medium risk inspections Completed	N/A		23	40						
No. of new business triaged	13	7	7	14						
No. of Inspections Outstanding	13	0	19	0	156	3	67	0		
High risk	0	N/A	0	N/A	16	0	0			
Medium risk	1	3	1	0						
New businesses *triage										

* High risk before COVID was all A-D. High risk 2022-2023 is A's and B's.

- (1) We are continuing to follow, The Food Standard Agency COVID recovery plan. This set out how to deal with the backlog of inspections and prioritising inspections according to risk (High/ Medium and low)
- (2) Quarter 1 All high risk will receive a physical inspection. 10 in Total.
 Quarter 2 All non-compliant C. 0.
 Quarter 3 All non-compliant D's 0.
 Quarter 4 All C's 57 (we also carried out 18 inspection of new businesses which were risk rating as a C).
- Outstanding and not in the recovery plan. D's 52 inspected or found to be closed in Q4 so 50 carried into
 2023- 2024)
 Outstanding and not in the recovery plan E's 154 E premises are under review with the FSA for change
 in approach for 2023-2024.
- (3) New businesses continue to receive a triage call to assess their activities, if high risk then a physical inspection is selected to be carried out. Low risk is not being carried out now but remain under review.

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