



TO COUNCILLOR:

R H Adams (Mayor)
N Alam
S S Athwal
L A Bentley
G A Boulter
L M Broadley
F S Broadley
M H Charlesworth
J K Chohan

H E Darling
M L Darr
J K Ford
D A Gamble
F S Ghattoraya
C S Gore
S Z Haq
G G Hunt
P Joshi

R V Joshi
J Kaufman
C D Kozlowski (Deputy Mayor)
K J Loydall
C J R Martin
R E R Morris
I K Ridley
C A M Walter

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

Meeting: Full Council

Date & Time: Tuesday, 11 July 2023, 7.00 pm

Venue: Civic Suite, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ

Contact: Democratic Services

t: (0116) 257 2775

e: democratic.services@oadby-wigston.gov.uk

Yours faithfully

Council Offices
Oadby
03 July 2023

Anne E Court
Chief Executive



Meeting ID: 2515

ITEM NO.

AGENDA

PAGE NO'S

Mandatory Members' Training | Civic Suite Audio, Visual & Meeting Technology

All Members are required to promptly attend a mandatory training session at 6:00 pm for one-hour prior to the start of the meeting at 7:00 pm.

This mandatory training session will provide instructions to all Members on how to use the new audio, visual and meeting technology installed in the Civic Suite.

Meeting Live Broadcast | Information and Link

This meeting will be broadcast live.



Postal Address: Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ

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

Telephone: (0116) 288 8961 **Email:** customer.services@oadby-wigston.gov.uk

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OadbyWigstonBC

@Oadby_Wigston

Press & Public Access:

A direct link to the live broadcast of the meeting's proceedings on the Council's Civico platform is below.

<https://civico.net/oadby-wigston/17730-Full-Council>

1. Calling to Order of the Meeting

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

2. Apologies for Absence

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

3. Declarations of Interest

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

4. Minutes of the Previous Meeting(s)

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

a. Tuesday 18 April 2023

4 - 7

b. Thursday 18 May 2023 - AGM (2023/24)

8 - 11

5. Action List Arising from the Previous Meeting(s)

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

6. Motions on Notice

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

a. New Proposed Start Time for Council Meetings

12

Proposed by Councillor Pritibala (Priti) Joshi
Seconded by Councillor Helen (Liz) E Darling

7. Petitions, Deputations and Questions

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

a. Security and Maintenance of Bushloe House

13 - 14

Question by Councillor Michael H Charlesworth

8. Mayor's Announcements

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

Full Council

Tuesday, 11 July 2023, 7.00 pm

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Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ*

- 9. List of Official Mayoral / Deputy Mayoral Engagements (July 2023)** **15**
- 10. Leader's Statement**
To receive any statement from the Leader of the Council in accordance with Article 2.9.2(ii) of Part 2 of the Constitution.
- 11. Senior Management Structure (July 2023)** **16 - 19**
Report of the Chief Executive / Head of Paid Service
- 12. Homelessness / Asylum Seekers / Afghan Resettlement Scheme Update (July 2023)** **20 - 24**
Report of the Housing Manager

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Agenda Item 4a.

**MINUTES OF THE MEETING OF THE FULL COUNCIL HELD AT COUNCIL OFFICES,
BUSHLOE HOUSE, STATION ROAD, WIGSTON, LEICESTERSHIRE, LE18 2DR ON
TUESDAY, 18 APRIL 2023 COMMENCING AT 7.02 PM**

PRESENT

R H Adams Mayor
D M Carter Vice-Chair, Acting



Meeting ID: 2310

COUNCILLORS

N Alam
L A Bentley Deputy Leader of the Council
G A Boulter
J W Boyce Leader of the Council (Outgoing)
M H Charlesworth
H E Darling Deputy Leader of the Opposition
M L Darr
L Eaton JP
F S Ghattoraya
S Z Haq Leader of the Council (Incoming)
P Joshi Leader of the Opposition
J Kaufman
L Kaufman
C D Kozlowski
H E Loydall
K J Loydall
D W Loydall
S B Morris

OFFICERS IN ATTENDANCE

S J Ball Legal & Democratic Services Manager / Deputy Monitoring Officer
T Bingham Strategic Director / Section 151 Officer
B Bull Head of Finance / Deputy Section 151 Officer
A E Court Chief Executive / Head of Paid Service
P Fisher Strategic Director
D M Gill Head of Law & Democracy / Monitoring Officer
T Hatton Head of Customer Service & Transformation
A Thorpe Head of Built Environment

OTHERS IN ATTENDANCE

P Harvey Grant Thornton UK LLP
G Patterson Grant Thornton UK LLP

92. CALLING TO ORDER OF THE MEETING

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

93. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillor F S Broadley, L M Broadley, D A Gamble, R E R Morris and I K Ridley.

Full Council

Tuesday, 18 April 2023, 7.00 pm

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

Councillor D M Carter deputise for and in the absence of the Deputy Mayor for the duration of this meeting only.

94. DECLARATIONS OF INTEREST

Councillors K J Loydall and L Eaton declared a non-pecuniary interest in respect of item 12 of the agenda insofar as they were acquainted with two members of the Independent Remuneration Panel (IRP).

95. MINUTES OF THE PREVIOUS MEETING

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

The minutes of the previous meeting held on 23 February 2023 be taken as read, confirmed and approved.

96. ACTION LIST ARISING FROM THE PREVIOUS MEETING

There was no Action List arising from the previous meeting.

97. MOTIONS ON NOTICE

None.

98. PETITIONS, DEPUTATIONS AND QUESTIONS

None.

99. MAYOR'S ANNOUNCEMENTS

99a. OFFICIAL MAYORAL / DEPUTY MAYORAL ENGAGEMENTS

By affirmation of the meeting, it was:

UNANIMOUSLY RESOLVED THAT:

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

100. LEADER'S STATEMENT

The outgoing Leader of the Council presented a statement outlining his recent work, the administration's plans and an overview of recent decisions taken since the previous meeting of the Council, in addition to fielding questions from Members.

He reflected on his time in office, the Council's achievements under his tenure, and the changing political and financial landscape local authorities faced. He expressed his gratitude to Members and Officers, past and present, and reiterated that his decision to

step down was due to personal reasons. He wished all candidates standing at upcoming local elections to the Council on 4 May 2023 the best of luck.

Members put on record their gratitude to the outgoing Leader. Councillor H E Loydall wished it to be minuted that the Leader of the Opposition or any other Opposition Member present did not make an appropriate statement to acknowledge the outgoing Leader.

101. APPOINTMENT OF NEW LEADER

The outgoing Leader formally tendered his resignation as Leader of the Council with immediate effect.

It was moved by Councillor G A Boulter, seconded by Councillor M L Darr and

RESOLVED THAT:

In accordance with Article 2.9.2 of Part 2 and Paragraph 1.1.3, Section 3 of Part 3 of Council's Constitution, Councillor S Z Haq be appointed the new Leader of the Council.

Votes For	20
Votes Against	0
Abstentions	4

The newly-appointed Leader of the Council addressed the meeting, thanked the outgoing Leader and set out her administration's aspirations for the Borough.

102. AUDITOR'S ANNUAL REPORT (2020/21 AND 2021/22)

The Council gave consideration to the report and appendix (as set out at pages 16 - 46 of the agenda reports pack) which presented to the Council the External Auditor's Annual Report for 2020/21 and 2021/22 as introduced by the Chair of the Audit Committee, Councillor K J Loydall, and presented by the External Auditor(s).

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

UNANIMOUSLY RESOLVED THAT:

The Auditor's Annual Report for 2020/21 and 2021/22 (as set out at Appendix 1 to the report) be noted.

103. SCHEME OF MEMBERS' ALLOWANCES (2023/24)

The Council gave consideration to the report and appendix (as set out at pages 47 - 57 of the agenda reports pack) which asked the Council to consider and adopt a Members' Allowance Scheme for the municipal year 2023/24 upon the considerations and recommendations of the Independent Remuneration Panel (IRP).

It was moved by Councillor M H Charlesworth, seconded by Councillor G A Boulter and

RESOLVED THAT:

The Scheme of Members' Allowances for 2023/24 as recommended by the Independent Remuneration Panel (IRP) set out in paragraph 1 of the report

(Appendix 1) be adopted.

Votes For	20
Votes Against	0
Abstentions	4

104. HEALTH AND SAFETY ANNUAL REPORT (2022/23)

The Council gave consideration to the report and appendices (as set out at pages 58 - 72 of the agenda reports pack) which asked the Council to approve the Full Health and Safety Annual Report for 2022/23 and the revised Health and HS.00.P1 Health and Safety Policy and Statement.

Members were advised that in relation to the access road to The Depot off Wigston Road in Oadby, sufficient signage has been erected to safeguard pedestrian safety.

It was moved by Councillor G A Boulter, seconded by Councillor K J Loydall and

UNANIMOUSLY RESOLVED THAT:

- (i) The Full Health and Safety Annual Report (2022/23) (as set out in Appendix 1 of the report) be approved; and**
- (ii) The HS.00.P1 Health and Safety Policy and Statement (April 2023) (as set out in Appendix 2 of the report) be approved.**

105. DRAFT SCHEDULE OF COUNCIL AND ALLIED MEETINGS (2023/24)

The Council gave consideration to the report and appendices (as set out at pages 73 - 100 of the agenda reports pack) which sought Members' recommendation of the draft Schedule of Council and Allied Meetings ("the draft Schedule") for the municipal year 2023/24 to Full Council for approval and adoption at its Annual General Meeting (AGM).

Members were advised that pre-agenda meetings with the Chair and Vice-Chair in relation to the Development Control Committee would be scheduled into the draft Schedule prior its approval at the AGM.

It was moved by Councillor L A Bentley, seconded by the Leader of the Council and

UNANIMOUSLY RESOLVED THAT:

- (i) The draft Schedule of Council and Allied Meetings for 2023/24 (as set out at Appendix 1 and 2 to this report) be recommended to Full Council for approval and adoption at its AGM scheduled on Thursday 18 May 2023;**
- (ii) The contents of the draft Members' Induction Programme (May/June 2023) (as summarised separately and set out at Appendix 3 to this report) be noted;**
- (iii) The draft Schedule of Council and Allied Meetings for 2023/24 (as may be recommended) be circulated to all Members and Officers ahead of the AGM; and**
- (iv) The proposed dates, times and venues of meetings for 2023/24 be provisionally entered onto the Council's meeting management application accordingly.**

THE MEETING CLOSED AT 8.02 pm

Agenda Item 4b.

**MINUTES OF THE ANNUAL GENERAL MEETING (AGM) (2023/24) OF THE FULL COUNCIL
HELD AT COUNCIL OFFICES, BUSHLOE HOUSE, STATION ROAD, WIGSTON,
LEICESTERSHIRE, LE18 2DR ON THURSDAY, 18 MAY 2023 COMMENCING AT 7.00 PM**

PRESENT

R H Adams Mayor
J Kaufman Deputy Mayor



Meeting ID: 2316

COUNCILLORS

N Alam
S S Athwal
L A Bentley Deputy Leader of the Council
G A Boulter
L M Broadley
F S Broadley
M H Charlesworth
J K Chohan
H E Darling Deputy Leader of the Opposition
M L Darr
J K Ford
D A Gamble
F S Ghattoraya
C S Gore
S Z Haq Leader of the Council
G G Hunt
P Joshi Leader of the Opposition
R V Joshi
C D Kozlowski
K J Loydall
C J R Martin
R E R Morris
C A M Walter

OFFICERS IN ATTENDANCE

S J Ball Legal & Democratic Services Manager / Deputy Monitoring Officer
B Bull Head of Finance / Deputy Section 151 Officer
A E Court Chief Executive / Head of Paid Service
P Fisher Strategic Director
D M Gill Head of Law & Democracy / Monitoring Officer
A Thorpe Head of Built Environment

1. **CALLING TO ORDER OF THE MEETING**

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

2. **APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillor I K Ridley.

3. DECLARATIONS OF INTEREST

None.

4. MAYOR'S ANNOUNCEMENTS

None.

5. ADDRESS BY HER WORSHIP THE MAYOR

The Mayor thanked her fellow Members, the Council's Senior Leadership Management Team, the Deputy Mayor and her Chaplain for all their support during the past year. She reflected on the highlights during her term of office.

6. APPRECIATIONS

The Leader of the Council, Councillor S Z Haq, led the appreciations for the outgoing Mayor's term of office.

7. ELECTION OF THE MAYOR (2023/24)

It was moved by Councillor G A Boulter, seconded by Councillor L M Broadley and

UNANIMOUSLY RESOLVED THAT:

Councillor Rosemarie H Adams be duly elected to the Office of Mayor for the ensuing municipal year 2023/24.

The newly-elected Mayor read aloud the Declaration of Acceptance of Office and duly signed the Register. Her worship the Mayor was re-invested with her Chains and Insignia of Office.

The Mayor addressed the meeting, thanking her Proposer and Secunder for their nominations, and all Members for putting their trust in her for another year.

It was announced that Voluntary Action South Leicestershire would be the Mayor's nominated charity again for the municipal year.

8. ELECTION OF THE DEPUTY MAYOR (2023/24)

It was moved by Councillor M H Charlesworth, seconded by Councillor L A Bentley and

UNANIMOUSLY RESOLVED THAT:

Councillor Clare D Kozlowski be duly elected to the Office of Deputy Mayor for the ensuing municipal year 2023/24.

The newly-elected Deputy Mayor read aloud the Declaration of Acceptance of Office and duly signed the Register. The Deputy Mayor was invested with her Chains and Insignia of Office.

The Deputy Mayor addressed the meeting, thanking her Proposer and Secunder for their nominations and pledging her full support to the Mayor for the ensuing year.

9. APPOINTMENT OF COUNCIL BODIES AND MEMBERSHIP SIZES (2023/24)

The Council gave consideration to the report and appendix (as set out at pages 3 - 7 of the agenda update reports pack) which asked Council to appoint the Committees, Sub-Committees, Boards, Panels, Forums and Working Groups of the Council ("Council bodies") and the number of Members to serve thereon for the ensuing municipal year 2023/24.

It was moved by Councillor M H Charlesworth, seconded by Councillor L A Bentley and

RESOLVED THAT:

- (i) The contents of the report and appendix be noted;**
- (ii) The Council bodies and the number of Members to serve thereon (as set out at paragraph 2 of this report) for the ensuing municipal year 2023/24 be approved; and**
- (iii) Delegated authority be given to the Head of Law & Democracy / Monitoring Officer to make all the necessary amendments to the Constitution therefrom accordingly.**

Votes For	18
Votes Against	0
Abstentions	7

10. APPOINTMENT OF OFFICE HOLDERS AND MEMBERS TO COUNCIL AND OUTSIDE BODIES (2023/24)

The Council gave consideration to the report and appendix (as set out at pages 8 - 19 of the agenda update reports pack) which asked Council to appoint the relevant Office Holders of the Council and the Chairs, Vice-Chairs and Members to serve on the Committees, Sub-Committees, Boards, Panels, Forums and Working Groups of the Council ("Council bodies") for the ensuing municipal year 2023/24.

Members were advised that, following recent confirmation from Oadby Village Hall Fund, although their Constitution required two appointees to be made by the Council to serve thereon, those appointees did not need to be elected Members of the current Council. As such, one of the Liberal Democrat political group's nominations of Councillor S S Athwal had been substituted for former Councillor David M Carter.

It was moved by Councillor M H Charlesworth, seconded by Councillor D A Gamble and

RESOLVED THAT:

- (i) The nominated appointments of the Office Holders and the Chairs, Vice-Chairs and Members to serve on the Council bodies for the ensuing municipal year 2023/24 (as set out at Appendix 1 to this report as amended) be approved; and**
- (ii) By run-off election, Councillors Samia Z Haq and David M Carter be appointed to the Oadby Village Hall Fund for the ensuing municipal year 2023/24;**
- (iii) By run-off election, Councillor Samia Z Haq and Councillor Santokh S**

Athwal be appointed to the Oadby Educational Trust for the ensuing municipal year 2023/24;

- (iv) By run-off election, Councillor Samia Z Haq be appointed to the University of Leicester Botanic Garden Oversight Board for the ensuing municipal year 2023/24; and**
- (v) The current political balance of the Council and the proportionality arrangements as a result thereof in terms of eligible Member representation and allocation of seats on Council bodies by political group (as set out at Appendices 2 and 3 to this report) be noted.**

Votes For	18
Votes Against	0
Abstentions	7

11. SCHEDULE OF COUNCIL AND ALLIED MEETINGS (2023/24)

The Council gave consideration to the report and appendix (as set out at pages 8 - 19 of the agenda update reports pack) which asked Council to approve the Schedule of Council and Allied Meetings ("the Schedule") for the municipal year 2023/24.

Members were advised that, due to the unavailability of both the Chair and Vice-Chair, the meeting of the Policy, Finance & Development Committee scheduled for 19 September 2023 could be re-scheduled to an alternative date to be confirmed.

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

UNANIMOUSLY RESOLVED THAT:

- (i) The Schedule of Council and Allied Meetings for 2023/24 (as set out at Appendix 1 and 2 to this report) be approved and adopted; and**
- (ii) The Members' Induction Programme (May/June 2023) (as set out at Appendix 3 to this report) be noted.**

12. NEWLY-ELECTED MAYOR'S ANNOUNCEMENTS

Her Worship The Mayor announced that an appropriate event would be organised in the Summer to mark her re-election as Mayor for the municipal year 2023/24.

THE MEETING CLOSED AT 7.45 pm

MOTION ON NOTICE

Full Council | Tuesday, 11 July 2023

New Proposed Start Time for Council Meetings

That Oadby and Wigston Borough Council resolves that the start time of meetings of the Full Council, its Committees and Sub-Committees be changed to 6:00 pm to provide for a better work/life balance for both Officers and Members.

Councillor Pritibala (Priti) Joshi

Proposer

Councillor Helen (Liz) E Darling

Seconder

The above motion was duly received by the Head of Law & Democracy on 21 June 2023 in accordance with Rule 14, Section 1 of Part 4 of the Constitution of the Council.

QUESTION ON NOTICE

Full Council | Tuesday, 11 July 2023

Security and Maintenance of Bushloe House

Question

When we finally vacate Bushloe House, what arrangements have been made to secure and maintain the property? The hedge along the frontage needs to be kept tidy and the building itself needs to be secure and safe. I do not want a repetition of what happened to Birkett School in Wigston.

Councillor M H Charlesworth

Questioner

The above question was duly received by the Head of Law & Democracy on 26 June 2023 in accordance with Rule 13, Section 1 of Part 4 of the Council's Constitution.

Reply

The Council will continue to look after and maintain the entirety of the Bushloe House site up and until the sale completes. For

external areas, including the hedge along the frontage, these will be on the same maintenance cycles as it is currently on now.

There will also be regular security checks and the building and front gates will be fully locked, alarmed and maintained to prevent any unwanted criminal or nefarious activity. Some of the listed elements of the building will also be covered up as an additional protection in relation to historic items of interest.

Adrian Thorpe (on behalf of the Leader of the Council)

Head of Built Environment (as part of the Project Team)

In accordance with Rule 13, Section 1 of Part 4 of the Council's Constitution, the questioner may ask one supplementary question without notice which must arise directly out of the original question or reply.

Events attended by the Mayor | 19 May 2023 - Present (as of 29 June 2023)

MAY

25 Oadby & Wigston BC Coronation Shop Front Window Display Awards

JUNE

5 VASL – Support for Carers Carers Event – Recognising and Supporting Carers
11 Oadby & Wigston Lions Clubs International Bardi Wind Orchestra HEROUS!
14 South Wigston Community (Cllr. Carl Walter) Train Bridge Painting with Network Rail

JUNE

15 Warning Zone (Charity) Summer Quiz

Events attended by the Deputy Mayor | 19 May 2023 - Present (as of 29 June 2023)

None.

Agenda Item 11



Full Council	Tuesday, 11 July 2023	Matter for Information
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Report Title: **Senior Management Structure (July 2023)**

Report Author(s): **Anne Court (Chief Executive / Head of Paid Service)**

Purpose of Report:	To provide Members with information on the current Senior Management Structure to enable a comparison with similar authorities.
Report Summary:	The report provides statistical information to Members regarding the current Senior Management Structure to enable Members to form an informed view of the current arrangements.
Recommendation(s):	That the content of the report be noted.
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	Anne Court (Chief Executive / Head of Paid Service) (0116) 257 2602 anne.court1@oadby-wigston.gov.uk
Strategic Objectives:	Our Council (SO1)
Vision and Values:	"Our Borough - The Place To Be" (Vision)
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:	Regulatory Governance (CR6) Effective Utilisation of Assets / Buildings (CR5)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable.
Human Rights:	There are no implications directly arising from this report.
Health and Safety:	There are no implications directly arising from this report.
Statutory Officers' Comments:-	
Head of Paid Service:	As the author, the report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
Consultees:	Senior Leadership Team (SLT)
Background Papers:	None.
Appendices:	1. Analysis of Comparable Authorities (July 2023)

1. Background

- 1.1 The purpose of this report is to address concerns raised by some Members that the Senior Management Team is disproportionate in size given the size of the organisation.
- 1.2 Under the section 4(1) of Local Government and Housing Act 1989 ("the Act") the Council is required to designate an officer as Head of Paid Service and to provide that officer with such staff, accommodation and other resources as are, in their opinion, sufficient to allow those duties under this section to be performed.
- 1.3 Under section 4(3) of the Act those duties are to determine:
- (a) the manner in which the discharge by the authority of their different functions is co-ordinated;
 - (b) the number and grades of staff required by the authority for the discharge of their functions;
 - (c) the organisation of the authority's staff; and
 - (d) the appointment and proper management of the authority's staff.
- 1.4 The appointment of staff is subject to a business case justifying the need for a post (whether new or to replace an existing post) and confirming that all options, such as shared arrangements with other partners have been assessed.

2. Analysis of Comparable Authorities

- 2.1 In order to allay any concerns of Members that the size of the Senior Management Team is disproportionate to the overall size of the authority, an analysis of similar authorities has been undertaken and the details are contained **Appendix 1**.
- 2.2 For the purposes of this report, a Senior Manager is defined as any officer who receives a salary in excess of £50,000.00 per year with associated management responsibilities.
- 2.3 The authorities listed in **Appendix 1** can be separated into 2 distinct groups:
- 2.3.1. Rows 1-6 comprise the 'family' of authorities of similar sized and governance structure that are used by the Independent Remuneration Panel to assess Members Allowances on an annual basis; and
 - 2.3.2. Rows 7-12 comprise the other Borough and District Councils within Leicestershire.
- 2.4 Of the Leicestershire authorities the most comparable in terms of population is Melton Borough Council which has 60% more Senior Managers than OWBC.
- 2.5 Members are also reminded that the second Strategic Director Post at OWBC was recruited as a result of the recommendation made in the most recent Peer Review report last year. The report noted the action to address the capacity in the finance team, as recommended by the LGA Financial Health Check Review, had been implemented. The Peer Review team also considered developing capacity generally to drive forward strategic and operational change was a "key building block" for OWBC.
- 2.6 It should also be noted by members that since 2011/12 through a programme of regular service reviews the number of Heads of Services have reduced from double figures, down to 7 by 2016/17 and down to 4 since 2021 such as Head of Revenues & Benefit, Head of Community and Wellbeing, and the Head of Street Scene. This has significantly increased

the breadth of service area responsibility under each Head of Service, as both statutory and non-statutory functions continue to be provided.

2.7 In addition, at Corporate Management level i.e. operational manager there have considerable amalgamations and synergies of services for a number of years, for example see below:

- Community Services Manager
- Regulatory Services Manager (Environmental Health, Licensing, Health and Safety and Selective Licensing merged with the Senior Strategic)
- Development Control Manager (merged with Planning Policy)
- Assistant Corporate Asset Manager (post deleted)

3. Conclusion

As Head of Paid Service, I am of the opinion that the current management structure is not disproportionate to the size of the establishment and is just about sufficient to enable the Council to deliver its statutory functions.

Authority	Ch. Exec	Directors	Assistant Directors	Heads of Service / Managers	Total staff paid over £50,000
Ardur District Council (Shared Senior Management team with Worthing DC)	Y	3	7	4	50
Maldon District Council	N	3	0	9	20
Ribble Valley Borough Council	Y	3	0	10	14
Eden District Council	Dissolved				
North Warks Borough Council	Y	5	0	0	At least 6
Melton Borough Council	Y	3	7	6	17
West Devon Borough Council (Shared Management Team with South Hams)	Y	4	0	10	15
Hinckley and Bosworth	Y	2	0	13	14
Blaby District Council	Y	2.5	0	7	10
Charnwood Borough Council	Y	3.5	0	16	17
Harborough District Council	Yes, plus Deputy	3	0	15	20
North West Leicestershire DC	Yes	3	0	7	10
Oadby and Wigston Borough Council	Yes	2	0	4	7

Agenda Item 12



Full Council	Tuesday, 11 July 2023	Matter for Information
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Report Title: **Homelessness / Asylum Seekers / Afghan Resettlement Scheme Update (July 2023)**

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

Purpose of Report:	To inform Members on the current position in respect of homelessness, and the management of the asylum seeker, Afghan and Ukraine relocation schemes.
Report Summary:	To provide an update on the Council's position in respect of Homelessness, Asylum seeker and resettlement schemes
Recommendation(s):	That the content of the report be noted.
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	<p>Philippa Fisher (Strategic Director) (0116) 257 2677 Philippa.Fisher@oadby-wigston.gov.uk</p> <p>Adrian Thorpe (Head of Built Environment) (0116) 257 2645 Adrian.Thorpe@oadby-wigston.gov.uk</p> <p>Chris Eyre (Housing Manager) (0116) 257 2726 Chris.Eyre@oadby-wigston.gov.uk</p> <p>Louise Taylor (Housing Options Manager) (0116) 257 2735 Louise.Taylor@oadby-wigston.gov.uk</p>
Strategic Objectives:	Our Communities (SO2)
Vision and Values:	Customer & Community Focused (V1)
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) Effective Utilisation of Assets / Buildings (CR5) Regulatory Governance (CR6)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable.
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.

Statutory Officers' Comments:-	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
Consultees:	None.
Background Papers:	None.
Appendices:	None.

1. Homelessness

- 1.1 The Housing Options Team processed an average 21 homelessness applications per month during 2022/23. This number of applicants have been managed through the following routes:
- Prevention Duty (86 applicants) – If an applicant is threatened with homelessness within 56 days they will be owed the prevention duty. During the prevention duty period the Council will take reasonable steps to prevent an applicant from becoming homeless, regardless of priority need status, intentionality and whether they have a local connection.
 - Relief Duty (101 applicants) - If an applicant has not been prevented from becoming homeless under the prevention duty, they will be owed a relief duty. During the relief duty the Council must take reasonable steps to help an applicant secure suitable accommodation. The relief duty lasts for up to 56 days and is available to all households who are homeless and eligible, regardless of whether they have a priority need.
 - Main Homelessness Duty (64 applicants) – If the Council accept the main homelessness duty to an applicant, it must secure that suitable settled accommodation becomes available to the applicant, providing suitable temporary accommodation in the interim. In most cases the main homelessness duty is discharged via an offer of social housing. However, under the Localism Act (2011) the Council can discharge it's duty via a fixed-term assured shorthold tenancy in the private rented sector (PRS) with a minimum term of 12 months.
- 1.2 Of the 64 applicants that we have accepted a main homelessness duty to in 2022-23:
- 24 households have accepted a social housing tenancy
 - 2 households have accepted a private rented sector tenancy
 - 1 household lost their temporary accommodation through their own actions, thus bringing the Council's duty to an end
- 1.3 At year end 42 households who the Council owe a main homelessness duty to were carried forward into 2023-24. This included 37 households from 2022-23 and 5 households from 2021-22.
- 1.4 Of the 42 households who are owed a main homelessness duty:
- 12 family households are in temporary accommodation
 - 9 single/couple households are in temporary accommodation.

1.5 The remaining 21 households have made their own accommodation arrangements, including staying with friends and family, some cases will already be in suitable temporary accommodation before approaching, this could include refuge or supported accommodation.

1.6 The Housing Options Manager meets with each Housing Options Officer every 8 weeks and carries out a review of the officer’s caseload covering the following:

- Ensure customers are bidding and encourages customer to bid
- Have the customers been pursuing options in the PRS and in different areas
- Check customer has current Housing Benefit (HB) claim
- Discuss customer personal charges
- Ensure cases are being progressed as they should be
- Any changes in circumstances

1.7 Considerations

- Domestic Abuse Act 2021
- Care Leavers Protocol
- Prison Leavers Protocol
- Asylum Seekers dispersal scheme
- Relocation schemes (Ukraine Afghan)
- Renters’ Reform Bill - Damp and Condensation (property conditions in PRS)
- Social Housing Regulation Bill
- Cost of Living crisis (Including interest rate rise)

1.8 The number of households that approached the Housing Options Team for advice and assistance increased in the last year from an average of 13 approaches per month in 2021-22 to 22 per month in 2022-23. It is not anticipated that there will be a reduction this year in the monthly number of approaches.

1.9 The PRS is no longer seen as a viable option for the Council to discharge it’s homelessness duty. Average rents in the PRS are significantly higher than the Local Housing Allowance (LHA) rate for Leicestershire allows for. The table below provides an indication of the average rent in the private sector against the amount a person can make a claim for in housing costs.

LHA rate PRS rents June 2023	LHA	Wigston PRS	Oadby PRS
Shared Accommodation Rate:	£312	N/A	N/A
One Bedroom Rate:	£414	£650	£688
Two Bedrooms Rate:	£520	£795	£900
Three Bedrooms Rate:	£621	£1,100	£1,198
Four Bedrooms Rate:	£824	£1,500	£1,400

Source : PRS information www.home.co.uk

1.10 **Response**

1.11 In 2022-23 the Housing Options Team advertised 101 properties as available to let, 66 from the Council’s housing stock and 35 owned by Housing Associations.

1.12 The Housing Options Team has also supported several applicants into the PRS by providing repayable deposit loans.

1.13 In 2022-23 where the provision of temporary accommodation has been allocated to a household, the cost of this provision is sought. At the end of the year 98% of the cost of temporary accommodation has been recovered, recovering £315k of £322k spent. This is an

improvement on the previous year performance in which only 71%. (£188k recovered of £266k spent) was recovered.

- 1.14 The Council receives a Government grant for the purpose of providing support towards expenditure lawfully incurred or to be incurred by the Council in discharging their homelessness duties under homelessness legislation.
- 1.15 The grant award for 2023-24 is confirmed to be £143,683. This represents a 2.95% increase on the grant awarded in 2022-23 (£139,559).
- 1.16 Further grants and awards may be made during the course of the year for different initiatives taken by the Council, for example Rough Sleeper Initiatives or Cold Weather payments.

2 Asylum Seeker Dispersal Scheme

- 2.1 The Home Office (HO) has announced that they wish to implement a fairer asylum seeker scheme in which all local authority areas in England, Scotland and Wales will be expected to participate in a new system of full dispersal to allow the HO to move from placing people in hotels to less expensive and more suitable dispersed accommodation.
- 2.2 Kennedy House, in South Wigston, which has been accommodating asylum seekers since 2016, accommodates 54 single people at any one time. Once a person receives a positive decision from the home office, the Council is notified of this and the Housing Options Team will contact an individual inviting them for an interview with the team.
- 2.3 In 2022-23 a total number of 8 people from Kennedy House approached the Council for Advice and assistance due to having received their determination decision. Of this number, 2 people were provided with temporary accommodation. Following investigations none of the 8 were owed a main duty.
- 2.4 Prior to 2022 the Council did not receive any additional funding for supporting asylum seekers. However, in 2022 the Council received an unexpected 'windfall' of £13,500, which equated to £250 per asylum seeker accommodated in the Borough, at Kennedy House.
- 2.5 Further the Council has received an Asylum Dispersal Grant of £39,000 in June 2023. The Council is free to determine how best to utilise the Funding but for monitoring and evaluation purposes must be able to demonstrate that they have fulfilled the eligibility conditions in supporting Asylum Seeker Dispersal.
- 2.6 The Council has been pro-active partner in working with East Midlands Migration Partnership, the Home Office and Serco, the Government's chosen contractor supporting asylum seekers.
- 2.7 Serco, has registered their interest in securing 4 PRS properties in the borough in which to house asylum seekers. To date they have not progressed further beyond notifying the Council of their interest.

3. Resettlement Schemes (Ukraine/Afghan)

- 3.1 Afghan Citizens - There are 2 Schemes connected to supporting Afghan citizens being:
 - Afghan Relocation and Assistance Policy (ARAP) - is for Afghan citizens who worked for or with the UK Government in Afghanistan in exposed or meaningful roles and

may include an offer of relocation to the UK for those deemed eligible by the Ministry of Defence and who are deemed suitable for relocation by the Home Office

- Afghan Citizens' Resettlement Scheme (ACRS) - those who have assisted the UK efforts in Afghanistan and stood up for values such as democracy, women's rights, freedom of speech, and rule of law vulnerable people, including women and girls at risk, and members of minority groups at risk (including ethnic and religious minorities and LGBTQ+)

3.2 The Afghan families receive full support from our colleagues at Charnwood BC who we have commissioned to act on our behalf, in providing moving and settling in support. This is funded through grant allocated for Afghan Family resettlement from the government.

3.3 The Council has committed to finding accommodation within its housing stock for two families, and to support an additional three families in finding accommodation in the PRS.

3.4 The Council procured two properties at Bennett Way which have been used to meet the commitment to accommodate two families in properties contained within the housing stock.

3.5 In March 2023 the Council requested a pause in its commitment to support Afghan families in the PRS, this was due to lack of affordable properties in the PRS and the increasing pressures on the local housing market.

3.5 In May 2023 the Government put approximately 8,000 Afghan families on 3 month notice that they intend to end their stay in bridging accommodation (Hotels). During the notice to quit period:

- families should make their own accommodation arrangements
- or consent to a referral to a local authority as agreed in the regional homelessness referral plans
- Possibility that Local Authorities will be allocated families to house or may receive homeless applications regardless of pledges

The Council have received three enquiries, in the last month, from Afghan Families wishing to relocate to the Borough.

3.6 New funding arrangements for supporting Afghan families have been announced by the Government and it is likely any initial costs of supporting Afghan families will be met through the new funding streams.

3.7 Homes for Ukraine - There are 19 sponsor households in the Borough that are accommodating families from the Ukraine. The Council's role is confined to conducting property inspections prior to a family moving into a home. Ukraine families are allowed to apply to the housing register and to seek assistance if they are threatened with becoming homeless. To date no Ukraine nationals have applied to the Council as homeless and we have received 1 application from a Ukraine family to join the housing register.

4. Resourcing

4.1 The current demand created by all the above service requirements is being managed within the existing Housing Options team structure and budgets. In the 2023/24 budget setting an historic issue was corrected to charge the costs of these service to general fund. This position will be monitored as demand increases.