



**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, 12 December 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  
**04 December 2023**

**Anne E Court**  
Chief Executive



**Meeting ID:** 2574

**ITEM NO.**

**AGENDA**

**PAGE NO'S**

**Meeting Live Broadcast | Information and Link**

**This meeting will be broadcast live.**

**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/18320-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 in accordance with Rule 19 of Part 4 of the Constitution.

### **a. Tuesday 26 September 2023**

**4 - 8**

### **b. Tuesday 28 November 2023 (Extraordinary)**

**9 - 10**

## **5. Action List Arising from the Previous Meeting**

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

## **6. Motions on Notice**

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

## **7. Petitions, Deputations and Questions**

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

## **8. Mayor's Announcements**

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

### **a. List of Official Mayoral / Deputy Mayoral Engagements**

**11 - 12**

## **9. Leader's Statement**

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

## **10. 2024/25 Draft Revenue Budget, Medium Term Financial Plan and 2024/25 – 2026/27 Draft Capital Programmes**

**13 - 52**

Report of the Head of Finance / Acting Chief Finance Officer – S151

## **11. Minimum Revenue Provision Policy Update (2023)**

**53 - 58**

Report of the Head of Finance / Acting Chief Finance Officer – S151

## **12. Protected Characteristics for Care Leavers**

**59 - 62**

## **Full Council**

Tuesday, 12 December 2023, 7.00 pm

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Report of the Chief Executive / Head of Paid Service

**13. Appointment of Member Representative to Outside Body**

**63 - 64**

Report of the Legal & Democratic Services Manager / Deputy Monitoring Officer

**14. Exclusion of Press and Public**

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

**15. Insurance and Leisure Operator Contract (Exempt)**

**65 - 72**

Exempt Report of the Head of Finance / Acting Chief Finance Officer – S151

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# Agenda Item 4a.

**MINUTES OF THE MEETING OF THE FULL COUNCIL HELD AT CIVIC SUITE, BROCKS HILL COUNCIL OFFICES, WASHBROOK LANE, OADBY, LEICESTER, LE2 5JJ ON TUESDAY, 26 SEPTEMBER 2023 COMMENCING AT 7.07 PM**

## **PRESENT**

R H Adams Mayor  
C D Kozlowski Deputy Mayor



Meeting ID: 2541

## **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  
C S Gore  
S Z Haq Leader of the Council  
G G Hunt  
R V Joshi  
J Kaufman  
K J Loydall  
C J R Martin  
R E R Morris  
I K Ridley  
C A M Walter

## **OFFICERS IN ATTENDANCE**

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

## **OTHERS IN ATTENDANCE (ATTENDING REMOTELY)**

P Joshi Leader of the Opposition

## **24. CALLING TO ORDER OF THE MEETING**

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

## **25. APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillors D A Gamble and F S Ghattoraya.

**Full Council**  
Tuesday, 26 September 2023, 7.00 pm

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and Wigston Borough Council, Brocks Hill Council  
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The Leader of the Opposition 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.

## **26. DECLARATIONS OF INTEREST**

Upon the Monitoring Officer's advice, all Member who participated in the Local Government Pension Scheme (LPGS) as administered locally by Leicestershire County Council indicated a non-pecuniary interest in relation to item 6a of the agenda by a show of hands.

Councillors K J Loydall and C A M Walter declared a non-pecuniary interest in relation to item 6b of the agenda insofar as Members were involved in organisations that facilitated and/or sponsored the festive light switch-on events in Wigston and South Wigston respectively.

## **27. MINUTES OF THE PREVIOUS MEETING**

By affirmation of the meeting, it was

### **UNANIMOUSLY RESOLVED THAT:**

**The minutes of the previous meeting held on 11 July 2023 be taken as read, confirmed and approved.**

## **28. ACTION LIST ARISING FROM THE PREVIOUS MEETING**

There was no Action List arising from the previous meeting.

## **29. MOTIONS ON NOTICE**

### **29a. PENSION DIVESTMENT**

The Council gave consideration to the Motion on Notice (as set out at pages 7 – 8 of the agenda reports pack) regarding pension divestment within Leicestershire's Local Government Pension Scheme (LGPS) as administered by Leicestershire County Council in relation to the LGPS's investment interests and portfolios in fossil fuels.

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

### **UNANIMOUSLY RESOLVED THAT:**

#### **The Council resolves to commit to:**

- (i) Reaffirming its commitment to its Environment Strategy and Action Plan which sets out how the Council will contribute towards reducing carbon emissions both in terms of actions that it can take as an organisation in its own right and in terms of the Council's role in influencing local residents and businesses and encouraging a partnership approach involving a range of stakeholders.**
- (ii) Calculate and publish the scale of that carbon footprint at a borough-wide level associated with pension investments in the Leicestershire scheme.**

(iii) **Calling on Leicestershire County Council Pension Fund to bring forward a transparent plan to divest from fossil fuels by 2030 through the development and adoption of responsible investment policies that:**

- (a) **Stop investment in energy companies actively exploiting new fossil fuel reserves;**
- (b) **Divest from direct ownership and any commingled funds that include fossil fuel public equities and corporate bonds unless the specific funds are being used exclusively to develop or support renewables, carbon capture, hydrogen or other decarbonisation technology; and**
- (c) **Instruct its fund managers to pursue an active investment strategy in companies with a verified commitment to, and track record of, reducing greenhouse gas emissions and minimise climate risk.**

**29b. FESTIVE LIGHT SWITCH-ON 2023**

The Council gave consideration to the Motion on Notice (as set out at page 9 of the agenda reports pack) regarding the making of free parking arrangements with the Borough's town centre car parks during the 2023 festive light switch-on and celebration events.

It was moved by Councillor N Alam, seconded by Councillor J K Ford and

**DEFEATED THAT:**

**The Motion be amended to remove the preamble 'Whilst noting the dire financial situation of Oadby & Wigston Borough Council caused by reduced budgets and a combination of a history of unfair funding of the local authorities in Leicestershire, COVID and Brexit...'**

<b>Votes For</b>	5
<b>Votes Against</b>	16
<b>Abstentions</b>	1

It was moved by the Councillor J Kaufman, seconded by Councillor M L Darr and

**RESOLVED THAT:**

**Whilst noting the dire financial situation of Oadby & Wigston Borough Council caused by reduced budgets and a combination of a history of unfair funding of the local authorities in Leicestershire, COVID and Brexit, that Officers make arrangements for free parking from 1:00 pm in the Council's car parks in each of the three town centres on the day of the festive light switch on and celebrations.**

<b>Votes For</b>	16
<b>Votes Against</b>	5
<b>Abstentions</b>	1

Councillors K J Loydall and C A M Walter did not participate in the vote on the amendment or substantive motion having declared a non-pecuniary interest.

Councillor C S Gore left the meeting at 7:35 pm.

**30. PETITIONS, DEPUTATIONS AND QUESTIONS**

None.

**31. MAYOR'S ANNOUNCEMENTS**

The Mayor reminded all those in attendance of her Civic Service scheduled for Saturday, 30 September 2023 followed by a 'bring your own' picnic event in the Brocks Hill Country Park between 3:00 pm - 6:00 pm.

**31a. LIST OF OFFICIAL MAYORAL / DEPUTY MAYORAL ENGAGEMENTS (SEPTEMBER 2023)**

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.**

**32. LEADER'S STATEMENT**

The Leader of the Council presented a Statement outlining her recent work, the administration's plans and an overview of recent decisions taken since the previous meeting of the Council, together with fielding questions in relation to her Statement.

The Leader stated there would remain an open dialogue amongst and between both Members of the Administration and the Opposition regarding the ongoing budget setting process, including any suggested initiatives or alternatives, so to inform any final decisions to be considered by the Full Council, which were yet to be made.

**33. OFFICE FOR LOCAL GOVERNMENT BEST VALUE GUIDANCE**

The Council gave consideration to the report and appendix (as set out at pages 12 - 57 of the agenda reports pack) which provided Members with an update and summary of the recently developed draft statutory guide for best value authorities.

By affirmation of the meeting, it was

**UNANIMOUSLY RESOLVED THAT:**

**The content of the report be noted.**

**34. BUDGET SETTING APPROACH FOR 2024/25 & MEDIUM-TERM FINANCIAL PLAN UPDATE (URGENT ITEM)**

**Under section 100B(4)(B) of the Local Government Act 1972, by reason of special circumstance, in that an additional item of business needed to be considered before the next meeting of the Full Council.**

The Mayor was of the opinion that this urgent item of business was to be considered at this meeting as a matter of urgency insofar as that certain elements of the Budget Setting

Approach for 2024/25 was time-bound, requiring immediate approval and implementation particularly given the prevailing financial circumstances the Council.

The Council gave consideration to the report (as set out at pages 3 - 9 of the agenda update reports pack) which provided an update on the MTFP budget gaps and progress on the Sustainability Programme and asked Members to approve the approach to set the annual budget for 2024/25.

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

**UNANIMOUSLY RESOLVED THAT:**

- (i) The budget approach for 2024/25 be approved; and**
- (ii) The updated MTFP budget gaps and the progress on the Sustainability Programme be noted.**

**THE MEETING CLOSED AT 8.11 pm**



# Agenda Item 4b.

**MINUTES OF THE EXTRAORDINARY MEETING OF THE FULL COUNCIL HELD AT CIVIC SUITE, BROCKS HILL COUNCIL OFFICES, WASHBROOK LANE, OADBY, LEICESTER, LE2 5JJ ON TUESDAY, 28 NOVEMBER 2023 COMMENCING AT 6.32 PM**

## **PRESENT**

R H Adams                      Mayor  
C D Kozlowski                Deputy Mayor



**Meeting ID: 2672**

## **COUNCILLORS**

N Alam  
S S Athwal  
L A Bentley                    Deputy Leader of the Council  
G A Boulter  
M H Charlesworth  
J K Chohan  
H E Darling                    Deputy Leader of the Opposition  
M L Darr  
J K Ford  
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  
J Kaufman  
K J Loydall  
C J R Martin  
I K Ridley  
C A M Walter

## **OFFICERS IN ATTENDANCE**

S J Ball                        Legal & Democratic Services Manager / Deputy Monitoring Officer  
A E Court                    Chief Executive / Head of Paid Service  
D M Gill                      Head of Law & Democracy / Monitoring Officer

## **35. CALLING TO ORDER OF THE MEETING**

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

## **36. APOLOGIES FOR ABSENCE**

An apology for absence was received from Councillors L M Broadley, D A Gamble and R E R Morris.

## **37. DECLARATIONS OF INTEREST**

None.

## **38. STATUTORY REVIEW OF POLLING DISTRICTS, PLACES AND STATIONS (2023)**

**Full Council (Extraordinary)**  
Tuesday, 28 November 2023, 6.30 pm

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The Council gave consideration to the report and appendices (as set out at pages 3 - 67 of the agenda reports pack) which asked Members to approve the final arrangements being proposed by the (Acting) Returning Officer for the Harborough, Oadby and Wigston Constituency in respect of the polling districts, polling places and polling stations to be used at future elections and referendums that take place within the Borough of Oadby and Wigston.

It was moved by the Deputy Leader of the Council, seconded the Leader of the Council and

**UNANIMOUSLY RESOLVED THAT:**

- (i) The content of the report and appendices be noted;**
- (ii) The revised Polling District, Polling Places and Polling Station arrangements as proposed by the (Acting) Returning Officer (as set out at Appendix 1 to the report) be approved; and**
- (iii) Delegated authority be given to the (Acting) Returning Officer to make alternative polling arrangements should any of the approved Polling Places and Polling Stations be untenable at short-notice prior to/on polling day itself.**

**THE MEETING CLOSED AT 6.42 pm**

## Events attended by the Mayor | May 19 2023 - Present (as of 4 December 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

### JULY

01 Muslim School of Oadby Annual Results Celebration Evening  
04 Brocks Hill Primary School Official Opening of the Library  
05 Sue Renton NHS 75<sup>th</sup> Birthday  
12 David Carter (Pride of the Borough) East Midlands in Bloom  
13 Oadby & Wigston Lions Club International Simon Cole Memorial Stone Laying  
13 Attenborough Arts Centre Shakespeare's Twelfth Night  
21 University of Leicester Summer Graduations  
26 David Carter (Pride of the Borough) Britain in Bloom

### AUGUST

12 Nigel Herbert (Chairman of Aylestone Lane Allotment Association) Allotment Day

### SEPTEMBER

09 Councillor Bill Boulter (Framework Knitter Museum) Ceremony of Socks  
13 The Salvation Army Volunteers Recruitment Day  
15 Blaby District Council Chair at Home Event  
16 Marilyn Bowles (MHA Aigburth Residential Home & Dementia Unit) 60<sup>th</sup> Anniversary Celebrations

## OCTOBER

01	Lord Lieutenant and Chairman of LCC	County Service for Leicestershire
02	Leicester Life Links	Health & Wellbeing Celebration
07	Sue Dilks	Hathern Band Concert
28	RBL Leicestershire & Rutland	Festival of Remembrance

## NOVEMBER

07	The Lawns Care Home	Armed Forces Breakfast
11	Oadby & Wigston BC	Armistice Day Service
12	Oadby & Wigston BC	Wigston Remembrance Day Parade
12	The Royal British Legion (RBL) – Oadby	Oadby RBL Remembrance Day Parade
17	Blaby DC	Chair's Charity Night
19	Oadby & Wigston Lions Club International	43 <sup>rd</sup> (Annual) Charter Lunch
25	Oadby & Wigston Lions Club International	Wigston Christmas Light Switch On

## DECEMBER

02	South Wigston Chamber of Trade	South Wigston Christmas Capers and Light Switch On
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## Events attended by the Deputy Mayor | May 19 2023 - Present (as of 4 December 2023)

## JUNE

15	Warning Zone (Charity)	Summer Quiz
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## AUGUST

03	North West Leicestershire District Council	Chairman's Charity Dinner Show
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## SEPTEMBER

29	North West Leicestershire District Council	Chairman's Charity Dinner Show
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## NOVEMBER

25	Oadby & Wigston Lions Club International	Wigston Christmas Light Switch On (Attended with the Mayor)
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<b>Full Council</b>	<b>Tuesday, 12 December 2023</b>	<b>Matter for Information and Decision</b>
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**Report Title:** **2024/25 Draft Revenue Budget and Medium-Term  
Financial Plan Update**

**Report Author(s):** **Bev Bull, (Head of Finance / Acting Chief Finance  
Officer -S151)**

<b>Purpose of Report:</b>	<p>To present the revised General Fund Annual Budget for 2024/25 and an updated MTFP for 2024/25 to 2026/27.</p> <p>To provide an update on the capital programme for 2024/25.</p> <p>To present the HRA Annual Budget for 2024/25.</p>
<b>Report Summary:</b>	<p>The report outlines the draft budget position for the 2024/25 year for the Council’s General Fund, which is an anticipated deficit position of £1.267m.</p> <p>The report outlines an updated MTFP position for 2024/25 to 2026/27, which shows a cumulative gap of £6.883m.</p> <p>The report recommend that reserves are no longer used to balance the budget, noting the depleting reserve balance and that reserves will run out in 2025/26.</p> <p>The report recommends Service Delivery Changes – Financial Sustainability Plan to address the budget gap.</p> <p>The proposed Capital Programme for 2024/25 is presented which is as per the indicative capital programme with no new schemes being added.</p> <p>The report outlines the draft budget position for the 2024/25 year for the Council’s HRA, which is an anticipated surplus.</p>
<b>Recommendation(s):</b>	<p><b>That the Council:</b></p> <ol style="list-style-type: none"> <li><b>1.</b> The content of the report and appendices be noted;</li> <li><b>2.</b> That the general fund balance reserve no longer used to balance the budget;</li> <li><b>3.</b> The Service Delivery Changes – Financial Sustainability Plan be approved; and</li> <li><b>4.</b> An increase in housing rents, service charges and garage rents by the maximum social rent level of 7.7% (subject</li> </ol>

	to any changes being announced on the rent setting formula) be approved.
<b>Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):</b>	Sal Khan (Interim Strategic Director) (0116) 257 2690 <a href="mailto:sal.khan@oadby-wigston.gov.uk">sal.khan@oadby-wigston.gov.uk</a>  Bev Bull (Head of Finance /Acting Chief Finance Officer - S151) (0116) 257 2649 <a href="mailto:bev.bull@oadby-wigston.gov.uk">bev.bull@oadby-wigston.gov.uk</a>
<b>Strategic Objectives:</b>	Our Council (SO1)
<b>Vision and Values:</b>	"Our Borough - The Place To Be" (Vision) Resourceful & Resilient (V4)
<b>Report Implications:-</b>	
Legal:	There are no implications arising from this report.
Financial:	The implications are as set out in the report.
Corporate Risk Management:	Decreasing Financial Resources / Increasing Financial Pressures (CR1) Reputation Damage (CR4) Regulatory Governance (CR6) Organisational / Transformational Change (CR8)
Equalities and Equalities Assessment (EA):	There are no implications directly 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.
<b>Statutory Officers' Comments:-</b>	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	As the author, the report is satisfactory.
Monitoring Officer:	The report is satisfactory.
<b>Consultees:</b>	SLT 27/11/2023
<b>Background Papers:</b>	<ol style="list-style-type: none"> <li>1. 2023/24 Revenue Budgets, Medium Term Financial Plan, 2023/24 – 2027/28 Capital Programmes – Full Council 23 February 2023</li> <li>2. Budget Setting Approach for 2024/25 and Medium-Term Financial Plan Update – Full Committee 26 September 2023</li> </ol>
<b>Appendices:</b>	<ol style="list-style-type: none"> <li>1. Analysis of 2024/25 budget gap movement</li> <li>2. MTFP 2024/25 to 2026/27</li> <li>3. MTFP Budget Assumptions</li> <li>4. Service Delivery Changes – Financial Sustainability Plan</li> </ol>

	<p><b>5.</b> Draft Fees and Charges</p> <p><b>6.</b> Capital Programme 2024/25 to 2026/27</p> <p><b>7.</b> HRA Budget movements 2024/25</p>
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## **1. Introduction**

- 1.1 In February 2023, Full Council received a report to approve the 2023/24 budget, this included a five-year Medium Term Financial Plan (MTFP) showing the forecast financial outlook for each year to 2026/27. At that time the MTFP forecast a deficit of £269k for 2024/25, and a total deficit over the MTFP of £2.653m before any sustainability programme savings.
- 1.2 During the year a number of budget workshops have been held with members where updates have been provided to members on movements to the MTFP position and an update was reported to Full Council in September 2023, when the budget approach for 2024/25 was agreed.
- 1.3 Following the detailed budget setting process for 2024/25 and the updating of the MTFP a significant deficit is forecast for 2024/25 and future years. The forecast deficit for 2024/25 is now 1.267m, and a total deficit over the MTFP of £6.883m.
- 1.4 The Council has, low and depleting reserves. Historically, the Council has utilised reserves to balance the budget, with a significant depletion of reserves. The reserves levels are now at their lowest level, and they cannot continue to be used to balance the budget.

## **2. 2024/25 Annual Budget**

- 2.1 The budget process and principles approved by Full Council in Sept 2023, were the same principles followed by budget managers in setting their budgets. These were:
- The 2023/24 revised budget will form the base budget for 2024/25.
  - Inflation assumptions are based on latest information, in respect of:
    - Salaries
    - Utilities
    - Fuel
    - Contracts (as per Contract terms)
    - Interest rates (investment/borrowing)
  - Growth/pressures on costs and reduced income, insofar as is possible, are off by making savings in other areas.
  - Budgets have been reviewed looking at historical budgets and actuals to identify budgets to offset pressures and create savings.
  - Savings have been built into the budget where efficiencies have been made, such as post being deleted, and contract reduced or ceased.
  - Income has been increased where income generation initiatives have been identified such as for Advertising and Sponsorship and Hire of the Civic Suite.
- 2.2 Star Chamber has taken place where the Leader, Deputy Leader, Chair of Policy, Finance and Development Committee, Chair of Services Committee and member of the opposition party received information from each Head of Service on their service areas

and budgets. The Members scrutinised the budgets and movements in budget between 2023/24 and 2024/25 for all of the service areas.

- 2.3 Table 1 shows the revised budget gap/deficit following the detailed budget setting process for 2024/25 compared to the forecast position at February 2023. Appendix 1 analyses all the pressures and growth and the savings that have been identified, resulting in the revised gap.
- 2.4 The budget gap has increased by £998k to £1.267m in 2024/25.

**Table 1 - 2024/25 Budget Gap**

	<b>MTFP - Approved Feb 2023</b>	<b>Budget Setting - November 2023</b>	<b>Movement in Gap</b>
Net Expenditure 24/25	<b>7,696,000</b>	<b>8,812,000</b>	<b>1,116,000</b>
Funding 24/25	<b>-7,427,000</b>	<b>-7,545,000</b>	<b>-118,000</b>
<b>GAP</b>	<b>269,000</b>	<b>1,267,000</b>	<b>998,000</b>

### 3. 2024/25 to 2027/28 Medium Term Financial Plan (MTFP)

- 3.1 Table 2 below shows the MTFP budget gaps approved in the February budget report before any savings targets for the sustainability programme.

**Table 2 – MTFP Forecast Budget Gaps – February 2023.**

<b>Financial Year</b>	<b>In-year gap</b>	<b>Cumulative gap</b>
<b>2023/24</b>	<b>£431,000*</b>	<b>£431,000</b>
<b>2024/25</b>	<b>£269,000</b>	<b>£700,000</b>
<b>2025/26</b>	<b>£810,000</b>	<b>£1,510,000</b>
<b>2026/27</b>	<b>£686,000</b>	<b>£2,196,000</b>
<b>2027/28</b>	<b>£457,000</b>	<b>£2,653,000</b>

\* The 2023/24 budget was set utilising £431k of general reserve to achieve a balanced budget.

- 3.2 The budget changes identified in the detailed budget setting process for 2024/25 are in the main permanent changes to budgets and therefore the impact is then ongoing throughout the MTFP. The MTFP has been updated to reflect the ongoing impact of these changes and the assumptions included in the MTFP have also been updated.
- 3.3 The updated MTFP summary 2023/24 to 2027/28 is shown in Appendix 2 and the MTFP assumptions are shown in Appendix 3. Table 3 below shows the updated MTFP budget gaps. The forecast deficit over the MTFP of £6.883m.

**Table 3 – MTFP Forecast Budget Gaps – November 2023.**

<b>Financial Year</b>	<b>In-year gap</b>	<b>Cumulative gap</b>
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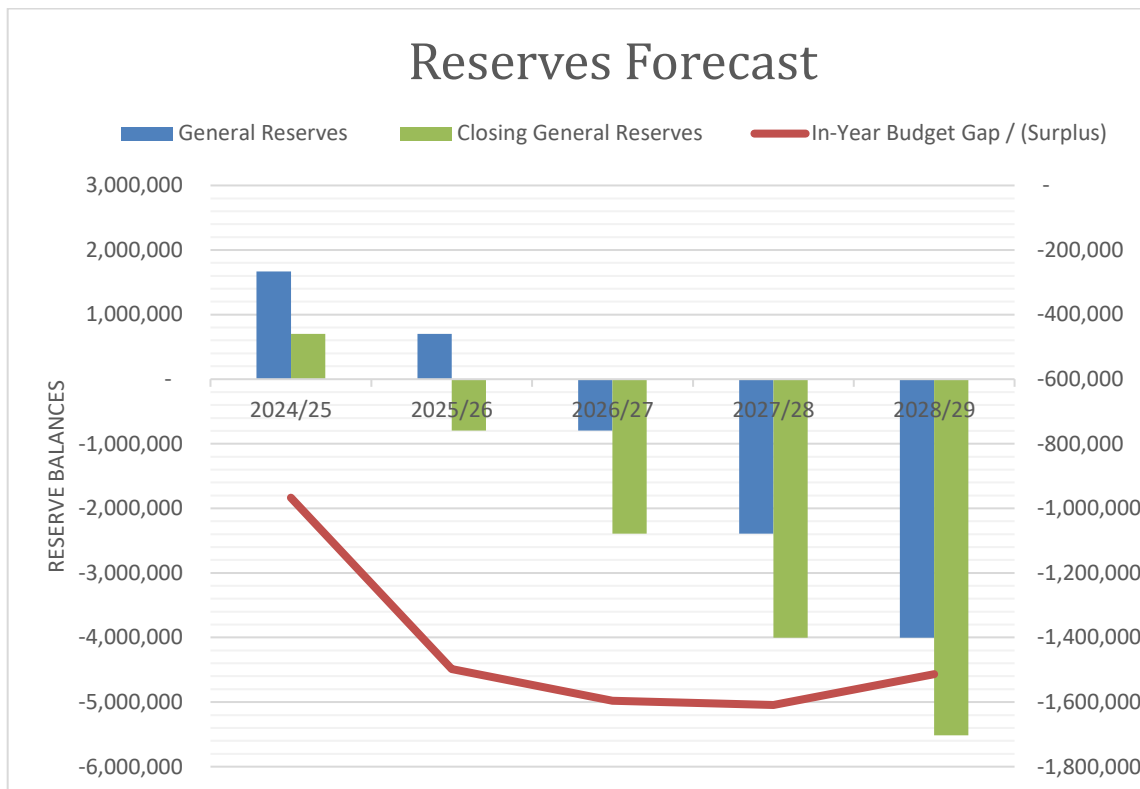
<b>2023/24</b>	<b>£912,566</b>	<b>£912,566</b>
<b>2024/25</b>	<b>£1,267,000</b>	<b>£2,179,566</b>
<b>2025/26</b>	<b>£1,498,000</b>	<b>£3,677,566</b>
<b>2026/27</b>	<b>£1,596,000</b>	<b>£5,273,566</b>
<b>2027/28</b>	<b>£1,609,000</b>	<b>£6,882,566</b>

3.4 The impact of the forecast budget gaps on the General Fund Reserve Balance is shown in Table 4.

**Table 4 – Forecast General Fund Reserve Balance 2023/24 to 2027/28.**

<b>General Fund Reserve</b>	<b>£</b>
<b>Opening Balance</b>	<b>-1,412,772</b>
Use of reserve in setting the budget for 23/24	430,187
Supplementary Budget	33,000
Forecast overspend Q2	488,381
Sales Fees and Charges clawback as per Q1 report	198,670
Return from the Business Rates Pool 20/21 and 21/22 as per Q1 report	-732,194
Re-purposing of earmarked reserves	-72,912
Estimate of return from the Business Rates Pool 22/23 and 23/24.	-600,000
<b>Estimated Closing Balance 31 March 2024</b>	<b>-1,667,640</b>
2024/25 Budget Gap	1,267,000
Estimate of return from the Business Rates Pool 24/25.	-300,000
<b>Estimated Closing Balance 31 March 2025</b>	<b>-700,640</b>
2025/26 Budget Gap	1,498,000
<b>Estimated Closing Balance 31 March 2026</b>	<b>797,360</b>
2026/27 Budget Gap	1,596,000
<b>Estimated Closing Balance 31 March 2027</b>	<b>2,393,360</b>
2027/28 Budget Gap	1,609,000
<b>Estimated Closing Balance 31 March 2028</b>	<b>4,002,360</b>

3.5 The impact of the forecast budget gaps on the General Fund Reserve Balance is also shown in the chart below.



- 3.6 Both Table 4 and the chart show that if no action is taken to reduce the forecast budget gaps the Council will deplete reserve early in 2025/26.
- 3.7 The General Fund Reserve Balance is needed to provide resilience for unforeseen one-off pressures and shocks, reserve balances are not supposed to be used to balance the budget. Requiring the use of reserve in balancing the budget demonstrates the Council is not financially sustainable as its expenditure is exceeding its funding.
- 3.8 The Council has consistently utilised reserves to balance its budget. Between 2021/22 to 2023/24 amounts of between £100k up to £600k have been utilised each year to balance the budget. Previous budget reports also informed Council that there was significant depletion of reserves between 2014/15 and 2017/18 and that this was a trend that should not be reintroduced.
- 3.9 This suggests that the Council has been operating on a financially unsustainable basis.
- 3.10 The historic strategy of a reliance on reserves to balance the budget demonstrates that the Council has been spending beyond its means and not been operating on a financially sustainable basis. Urgent action is needed to move the Council to a financially sustainable position. The Senior Leadership Team’s recommendations for delivering a balanced budget for 2024/25 are included at Appendix 4 - Service Delivery Changes – Financial Sustainability Plan.
- 3.11 Table 5 below shows the impact on the future years budget gaps of the Service Delivery Changes – Financial Sustainability Plan being implemented.

**Table 5 – Forecast Budget Gap 2025/26 to 2027/28 after Service Delivery Changes**

	2025/26	2026/27	2027/28
	£	£	£
<b>Total Gap</b>	<b>1,498,000</b>	<b>1,596,000</b>	<b>1,609,000</b>

Service Delivery Changes – Financial Sustainability Plan	-1,267,000	-1,267,000	-1,267,000
<b>Gap still to meet</b>	<b>231,000</b>	<b>329,000</b>	<b>342,000</b>

#### 4. Local Government Financial Outlook

- 4.1 The Council is part of the Local Government Funding system which is determined by the local government finance settlement. The settlement for 2023/24 was a one-year settlement, meaning understanding the funding position beyond 2023/24 is extremely difficult. The provisional financial settlement is expected around the 19th December 2023 and the budget position will be updated for the impact, it is not envisaged there will be any significant changes to the funding system for 2024/25.
- 4.2 On the 22<sup>nd</sup> November the Chancellor delivered his Autumn Statement. The statement does not contain any indications that there will be any changes to the Local Government Funding system.
- 4.3 Some of the relevant announcements included in the statement are detailed below:
- New powers to **de-couple the business rates multipliers** will be used from 2024-25. As we expected, the small business rates multiplier will be frozen, and the standard multiplier indexed (to 54.6p based on September CPI).
  - **75% Retail, Hospitality and Leisure (RHL) discounts** will continue for a further year.
  - Local authorities will be “fully compensated for the loss of income from these business rates measures”.
  - **Local Housing Allowance (LHA)** rates will be raised to the 30% percentile of local market rents from April 2024. No direct impact on local authorities but this should indirectly reduce pressure on temporary accommodation. *(At this stage it is not possible to calculate the impact this will have on reducing the pressure at OWBC, as more information becomes available it will be factored into the budget position).*
  - **Long-term freeze in capital investment** in the public sector.
  - Local authorities will be able to increase **planning fees for applications from larger businesses** (to recover the full costs) but will have to return fees if timelines not achieved.
- 4.4 Local government funding reforms were first announced in 2016 and there have since been a number of deferrals. The reforms include:
- A review of the Needs and Resources assessment (previously Fair Funding Review announced in 2016) is due to determine a new mechanism for allocating resources within the sector;
  - The Business Rates Retention Scheme is due to be reset potentially removing all of the previously generated growth in the system
  - A review of the New Homes Bonus
- 4.5 The potential impact of these changes represents significant uncertainty in terms of the financial resources available from 2025/26 onwards.

- 4.6 Council Tax is the largest source of funding to the authority, the ability to increase the level of Council Tax is restricted by the referendum limits set by Central Government. This has been set for 2023/24 and 2024/25 at the higher of £5 or 3%, beyond this period there is no certainty. The decision regarding the level of increase of the Council Tax within the referendum limits sits with the members of the Council.

#### Global and National Economics

- 4.7 The current global and national economic climate remains unstable. In October 2022 inflation peaked at 11.2% and as at August 2023 it was 6.7%. Whilst inflation has fallen during 2023/24, the high inflation levels during 2022/23 are embedded into the current and ongoing costs and the existing rates of inflation remain higher than the Bank of England inflation target of 2%.
- 4.8 The Bank of England have increased the bank rate from 4.25% at April 2023, the beginning of the year, to the current rate of 5.25%. At the last Monetary Policy Committee meeting it was agreed to maintain the rate at 5.25%, for the past 14 meetings the rate has been increased. The bank rate impacts on the interest rate earned on investments and influences the interest rate on borrowing.

#### Inflation and service demands

- 4.9 The high inflation rates have impacted on pay negotiations in 2022/23 and 2023/24 which has resulted in higher pay awards than previous years. Where the final pay award agreed differs to the budget assumptions this creates a budget pressure in year and an ongoing pressure as the pay awards are embedded in to the current and ongoing salary costs, this was the case in 2022/23 and 2023/24.
- 4.10 Energy and fuel inflation rates have been impacted by the Russian invasion of the Ukraine, the increases have reduced since this time last year. This remains an area where prices are volatile.
- 4.11 The high levels of inflation are also impacting on the costs of supplies and contracts and are adding risk to the viability of some suppliers which increases the contract risk exposure.
- 4.12 The level of increases in pay awards, energy and fuel and general costs, which are being influenced by the high inflation in the economy, are in excess of the increases received in funding. This increases the budget gaps and requires additional savings to be found.
- 4.13 Demands on outcomes to be delivered are increasing, especially in specific areas such as providing temporary accommodation for the homeless. Increasing demands therefore increases the need for financial resources and requires the use of limited financial resources to be prioritised.

## **5. Sales Fees and Charges**

- 5.1 The Council charges for a number of its services that are provided to the public. All fees and charges are reviewed on an annual basis as part of the budget process. Charges set by the Council are increased in line with inflation or other factors taken into consideration, in line with the Corporate Charging Policy:

- Statutory obligations
- Policies objectives of the Council;
- Local market research and competition (where relevant);
- The impact of price changes on activity level of demand;

- Changes in taxation;
- Budget position and any associated gap;
- The cost of providing the service.

5.2 Included at Appendix 5 is the draft proposed charge position, together with of explanation of changes to individual charges. This will be updated to reflect further changes that are agreed as actions to balance the budget.

## **6. Capital programme**

6.1 An indicative capital programme for 2024/25 to 2026/27 was approved in February 2023 and the impact of this is incorporated into the capital financing charges included in the MTFP. This is included at Appendix 6.

6.2 A number of capital bids have been made as part of the budget setting process. The capital bids received do not identify any funding. This means they would be required to be funded through 'prudential borrowing'. This would increase the capital charges in the General Fund, as a 'Minimum Revenue Provision' (MRP) is required, which effectively is a method of repaying the capital amount borrowed from revenue over the asset life and interest charges would also increase.

6.3 Due to the challenging financial pressures the Council is currently facing it is not recommended to approve any additional capital schemes to be added to the capital programme funded by 'prudential borrowing'. It is recommended a list of priority schemes should be approved with a view to them only progressing if capital receipts are received and/or other capital funding is identified. If capital receipts are received, the Section 151 Officer in consultation with the Chief Executive, Chair of PFDC, the Leader of the Council and the Leader of the Opposition will need to consider the use of the receipts in terms of the need to repay existing debt to reduce revenue costs or to commence priority capital schemes.

6.4 The capital bids received are outlined below; some require more information to enable the schemes to be prioritised. A prioritised list of schemes will be presented for approval in the February Budget report.

### **Brocks Hill Roof and Installation of Solar Panels £465k**

During the course of refurbishing the Brocks Hill building, it came to light that the existing roof tiles to the building are degraded and require replacement. This did not form part of the scope of works or budget and it is to do with the existing fabric of the building. Given that the roof tiles currently remain watertight it was decided to leave the work to a later date. Once the tiles are replaced this will then enable solar panels to be fitted to the roof which will contribute towards the Council contribution towards the reduction of CO2 as set out in our Climate Change Strategy.

**Fludes Lane** - Continue resurfacing £150k

**Aylestone Lane Allotments New Road/cart track road** - £200k

**Play Areas refurbishment programme** -£150k

**Willow Park Improvements** - £95k

**Pathway Improvement (various locations)** - £40k

**Cemetery Improvements** - £30k

## Wigston Road Allotment Improvements - £45k

A number of other small schemes.

### 7. HRA Budget 2024/25

7.1 Table 6 shows the 2023/24 revised budget and the 2024/25 proposed budget for the HRA.

**Table 6 – HRA Budgets 2023/24 and 2024/25**

Description	2023/24 Revised Budget	2024/25 Proposed Budget	Movement
<b>Income</b>			
Rents, Charges and Contributions	(5,677,146)	(6,067,320)	(390,174)
Interest and investment income	(10,000)	(50,000)	(40,000)
Misc Income	(17,300)	(11,600)	5,700
Total Income	(5,704,446)	(6,128,920)	(424,474)
<b>Expenditure</b>			
Repairs and Maintenance	1,025,100	1,080,100	55,000
Supervision and Management	731,718	673,430	(58,288)
Interest payable and similar charges	757,397	790,281	32,884
Depreciation and impairments of fixed assets	1,580,000	1,580,000	0
Debt Management Costs	10,000	10,000	0
Contribution to the Bad Debt Provision	75,000	35,000	(40,000)
Recharge from General Fund	1,433,803	1,468,803	35,000
Rents, Rates, Taxes and other charges	10,000	10,000	0
Computer Software	110,400	124,800	14,400
Sheltered Schemes & Communal Services	309,240	212,240	(97,000)
Estate Management costs	53,200	50,400	(2,800)
Total Expenditure	6,095,858	6,035,054	(60,804)
<b>Net Cost of HRA Services</b>	<b>391,412</b>	<b>(93,866)</b>	<b>(485,278)</b>

7.2 The draft net cost of service position for the 2024/25 year is estimated to be a surplus of £94k. This represents an improvement of £485k on the 23/24 forecast outturn of a deficit of £391k.

7.3 In summary the changes are:

- Funding - (£414k)
- Cost pressures - £170k
- Savings – (241k)

Further analysis of the budget movements and the assumptions are set out in Appendix 7.

7.4 The assumed rent increase is 7.7 % in line with the national rent increase formula of CPI at September + 1%. In 2023/24 the rent increase was capped at 7% this was announced in the Autumn Statement 2022. No information was announced in respect

of social rent increase for 2024/25 in the Autumn Statement 2023. If any future announcements are made this assumption will be updated and reported to the Policy, Finance and Development Committee in February.

- 7.5 The proposed average rent for 2024/25 is £94.49 per week, increasing by £6.76 from £87.73.
- 7.6 In line with rental income, service charges and garage rents are proposed to increase by 7.7%.
- 7.7 By adopting the maximum rent increase the Council will ensure it maximises its funding position to ensure essential repairs and maintenance are undertaken.

## Analysis of movement in 2024/25 Budget Gap

## Appendix 1

Major Growth/pressure	£ Amount	Service Area
Pay award 23/24 - ongoing impact	176,000	All
Unachievable vacancy factor	119,000	All
Incremental grade increases	82,000	All
Increase in pay award assumption 2024/25 from 3% to 4%	75,000	All
Increase in apprenticeship Levy	8,000	All
Net of all other smaller movements	74,000	All
Removal of capitalisation of Regen posts	110,000	Economic Development
Consultancy/professional fees budget created - to be used as no Regen Manager	10,000	Economic Development
Regen team salary increases to support team restructure - offset by removal of posts	8,000	Economic Development
Increases to the Building Control Partnership budget	17,000	Building Control
Net reduction in Planning Application Fees income	16,000	Development Control
Biodiversity Net Gain - Leicestershire County Council	16,000	Planning
Increased to fund OWBC contribution towards Joint Transport Study	11,000	Planning
Increase in costs of temporary accommodation	19,000	Housing
Selective Licensing Income Reduction	125,000	Selective Property Licensing
Community and Wellbeing budget error from 23/24	97,000	Community and Wellbeing
Change in Leisure Operator Contact Fee	65,000	Community and Wellbeing
Net impact of Bushloe/Brockshill change	82,000	Corporate Assets
Cost increases in corp assets	72,000	Corporate Assets
Assistant Corporate Asset Manager post - off set by post removed in savings list.	48,000	Corporate Assets
Unbudgeted costs of contractual arrangements and hired staff	37,000	Refuse and Recycling
Reduction in white goods income - one off. Reduction in use of service due to cost of living crisis expect to increase in future years.	10,000	Refuse and Recycling
Inflation in Fleet Maintenance Costs	24,000	Fleet Management
Regulatory Services Apprentice Post	20,000	Environmental Health
Customer Services Post - Receptionist post	15,000	Customer Services



Increase in croner contract HR Support - one off as contract ends in 2025/26	10,000	HR
Housing Benefit Pressure - mainly around temp accom costs	402,000	Finance
Interest costs increased on borrowing due to delay on capital receipts	155,000	Finance
Interim Resources Finance - one off	71,000	Finance
Removal of a Commercial Investment Income budget	41,000	Finance
Increase in insurance cost	12,000	Finance
Removal of capitalisation of IT salaries	85,000	ICT
Software Licence Inflation	14,000	ICT
<b>Total Growth /Pressures</b>	<b>2126000</b>	

<b>Major Savings identified</b>	<b>£ Amount</b>	<b>Service Area</b>
<b>Increased Income/Funding</b>		
Increase on rental income from temporary accommodation	-60,000	Housing
Additional grants - temp accommodation support	-100,000	Housing
Additional income on personal charges on temp accom	-20,000	Housing
Funding identified for Town Centre Manager	-16,000	Economic Development
Increase in New Burdens Grant Income	-28,000	Finance
Grant Income From Decarbonisation Scheme	-39,000	Environment Strategy
Admin and Management recharge to UKSPF	-19,000	Economic Development
<b>Removal of posts</b>		
Removal of Business Rates Officer - vacant post	-31,000	Finance
Removal of System Support Officer - vacant post	-42,000	Finance
Removal of Revs and Bens temporary staffing budgets	-61,000	Finance
Removal of Regeneration Manager - vacant post	-64,000	Economic Development
Removal of Regeneration Project Officer - vacant post	-38,000	Economic Development
Removal of Corporate Asset Apprentice Post	-24,000	Corporate Assets
Removal of Corporate Projects staff budgets following restructure	-13,000	Corporate Projects
<b>Contracts ceased/reduced</b>		
Ceasing IT network support contract - work to be completed in house	-20,000	ICT
Ceasing Fraud Contract - work to be completed in house	-13,000	Finance
Reduction in Mobile Phones - reduce number of phones	-5,000	ICT

Removal of budget for Wi-Fi enhancement budget - work completed a	-10,000	ICT
Removal of Security Improvement budget - work was completed as par	-10,000	ICT
Reduction in photocopier lease charges	-10,000	Finance
<b>Income Generation Projects</b>		
Sponsorship ad Advertising Income	-7,000	Communications
Catering Concession at Brocks Hill	-32,000	Corporate Assets
Hire of Civic Suite	-3,000	Corporate Assets
<b>Other Savings</b>		
Minimum Revenue Provision Review	-269,000	Finance
Savings across Customer Services, Service Improvement, HR and Comn	-18,000	Customer Services
Removal of overtime budget and vacant Cleaner post following restruct	-19,000	Cleaning Services
Printing and Stationary	-20,000	Refuse and Recycling
Workshop/depot Sundry Savings	-19,000	Workshop/depot
<b>Total Savings</b>	<b>-1,010,000</b>	

<b>Changes to funding</b>	<b>£ Amount</b>	<b>Service Area</b>
Reduction in Business Rates Tariff following national revaluation	-83,000	Finance
Use of Grounds Maintenance	-35,000	Corporate Assets
<b>Total Funding Changes</b>	<b>-118,000.00</b>	

<b>Net movement</b>	<b>998,000.00</b>	
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Item	2023/24 Budget	2023/24 Forecast Outturn	2024/25	2025/26	2026/27	2027/28
<b>Net Revenue Expenditure</b>						
Locally generated income	- 3,100,000	- 3,100,000	- 3,046,000	- 3,088,000	- 3,149,000	- 3,212,000
Recharge from HRA	- 1,430,000	- 1,430,000	- 1,469,000	- 1,469,000	- 1,469,000	- 1,469,000
Pay related costs (incl pension)	8,160,000	8,410,000	8,680,000	8,870,000	9,054,000	9,241,000
Capital financing / MRP	1,020,000	600,000	903,000	813,000	823,000	833,000
Other Supplies, Services & Contracts	2,890,000	3,600,000	3,744,000	3,763,000	3,916,000	3,988,000
<b>Total Net Revenue Expenditure</b>	<b>7,540,000</b>	<b>8,080,000</b>	<b>8,812,000</b>	<b>8,889,000</b>	<b>9,175,000</b>	<b>9,381,000</b>
<b>Funding</b>						
Contribution from reserves (Earmarked Reserve)	- 140,000	- 160,000	- 35,000	- 35,000	- 35,000	- 35,000
Council Tax	- 4,440,000	- 4,440,000	- 4,597,000	- 4,753,000	- 4,920,000	- 5,092,000
Collection Fund (Surplus)/Deficit - Ctax	- 20,000	- 20,000	-	-	-	-
Retained Business Rates	- 2,300,000	- 2,300,000	- 2,593,000	- 2,603,000	- 2,289,000	- 2,342,000
Collect Fund (Surplus)/Deficit - Brates	110,000	110,000	-	-	-	-
New Homes Bonus	- 260,000	- 260,000	- 258,000	-	-	-
Revenue Support Grant	-	-	-	-	- 335,000	- 303,000
Lower Tier Services Grant	-	-	-	-	-	-
Services Grant	- 60,000	- 60,000	- 62,000	-	-	-
<b>Total Funding</b>	<b>- 7,110,000</b>	<b>- 7,130,000</b>	<b>- 7,545,000</b>	<b>- 7,391,000</b>	<b>- 7,579,000</b>	<b>- 7,772,000</b>
<b>In-Year Budget Gap / (Surplus)</b>	<b>430,000</b>	<b>950,000</b>	<b>1,267,000</b>	<b>1,498,000</b>	<b>1,596,000</b>	<b>1,609,000</b>
<b>Cumulative Budget Gap / (Surplus)</b>			<b>1,267,000</b>	<b>2,765,000</b>	<b>4,361,000</b>	<b>5,970,000</b>

## Budget Assumptions in the MTFP

## Appendix 3

	Budget Assumptions 2024/25	Budget Assumptions Future Years
<b><u>Net Revenue Expenditure</u></b>		
Pay costs	Aligned with 2024/25 budget (4% pay award).	3% 2025, 2% thereafter. NB percentages here to reflect total organisational percentage increase, not percentage pay award for staff.
Pension employer rates (attached)	As per Leicestershire LGPS Pension Fund.	As per Leicestershire LGPS Pension Fund for 2025/26. The assumed 3% increase year on year as per 2023/24 to 2025/26.
Members Allowances	Aligned with 2024/25 detailed budget setting	Remain static
Other Supplies, Services & Contracts	Aligned with 2024/25 detailed budget setting	Increased by CPI forecast
Recharge from HRA	Aligned with 2024/25 detailed budget setting. Based on previous year +2%	As per 2024/25 - no uplift due to this area needing a full review.
Other grant income	Aligned with 2024/25 detailed budget setting	Increased by CPI forecast
NDR	Aligned with 2024/25 detailed budget setting	Increased by CPI forecast
Locally generated income	Aligned with 2024/25 detailed budget setting	2% in line with BoE inflation target
Leisure contract	Aligned with renegotiated position with SLM	Aligned with renegotiated position with SLM
Insurance	As per newly tendered contracts	Increased by CPI forecast
HB Payments	Aligned with 2024/25 detailed budget setting	Maintaining at 2024/25 level
Fuel	Aligned with 2024/25 detailed budget setting	Maintaining at 2024/25 level - OBR forecasting slight reduction
Capital financing / MRP	As per detailed MRP and interest forecast workings.	As per detailed MRP and interest forecast workings.
<b><u>Funding</u></b>		
Services Grant	As per provisional Local Government Finance Settlement	Assumed to continue for 2024/25, then discontinued as funding reform implemented

Revenue Support Grant	As per 2023/24 no RSG -NB CTAX grant rolled into RSG but that included in service area not funding.	As 2024/25
Retained Business Rates	As per 2023/24 forecast model less the reduction in tariff following revaluation adjustment. Will be updated when Provisional Settlement received.	As per latest Pixel funding model
New Homes Bonus	As per 2023/24 amount. Will be updated when Provisional Settlement received.	2024/25 assumed to be the last year as this funding stream is expected to be reviewed.
Council Tax	As per 2023/24 forecast model, Base growth of 0.6% p.a. Maximum increases (2.99%). Will be updated following Council Tax base setting and when Provisional Settlement received.	Base growth of 0.6% p.a. Maximum increases (2.99%).
Contribution from reserves (Earmarked Rese	Contribution of EMRs 2024/25	Use of Grounds Maintenance Reserve
Collect Fund (Surplus)/Deficit - Brates	This will be calculated when funding is reviewed once the Provisional Settlement received.	Surplus/deficit only applies to current year
Collection Fund (Surplus)/Deficit - Ctax	This will be calculated when funding is reviewed following the Council Tax base setting and when Provisional Settlement received.	Surplus/deficit only applies to current year

Description	Saving (£)	Service Area	Notes
Bin Swaps - Commence Charge	-12,000	Refuse and Recycling	£30 per bin
Bulky Waste Charge Increase	-15,000	Refuse and Recycling	Increase to £40 per bulky collection of 3 items.
Green Waste Increase	-110,000	Refuse and Recycling	Increase in charge from £50 to £60
Alternative Weekly Collections Waste	-120,000	Refuse and Recycling	Half year saving
Car Park Permit Charge Increase	-80,000	Corporate Assets	Increase in permits by 100% to £150 for residents and £300 to non-residents
Car Park Hourly Rate Increases	-165,000	Corporate Assets	Increase in up to 2 hourly rate to £1.50, up to 4 hour to £4 and over 4 hours to £6.
Car Park Hourly Rate Increases - Leisure Centre	-14,000	Corporate Assets	Introduce 2 hours charge for £1 and up to 4 hour charge to £2 and all day £6
Reduce 'Our Borough' publication	-15,000	Customer Service and Transformation	publication will be digital and hard copies to public sites
Helping Hands	-58,000	Community and Wellbeing	Cancel Contract - OWBC fund a Financial Inclusion Officer to support residents.
Community and Wellbeing Partnership	-97,000	Community and Wellbeing	Cancel Contract - deliver in house with existing resources
Service Transformation	-507,000	All	Service delivery reviews to be concluded early 2024/25
Reduce pay award assumption	-76,000	All	
<b>Total Savings to balance the Gap</b>	<b>-1,269,000</b>		

DEVELOPMENT CONTROL COMMITTEE

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	2023-24 £	2024-25 £	%age increase	£ increase	Externally Set	Notes	Explanation regarding the recommended level of charge
1	<b>BUILDING CONTROL &amp; PLANNING - COMMON CHARGES</b>										
	<b>1.1 PLANNING AND BUILDING CONTROL FEES</b>										
(a)	Statutory Charge set by Central Government and Local Authorities								X		
	<b>1.2 BUILDING AND PLANNING RECORDS SEARCH</b>										
(a)	Domestic development enquiries	N	40001 9356	Each enquiry	50.00	60.00	20.00%	10.00		Relating to all chargeable enquiries; for example, Permitted Development right check, lawful use check, and planning permission check.	£10 increase in an attempt to recover more of the costs associated in providing this service.
(b)	Commercial development enquiries	N	40001 9356	Each enquiry	85.00	95.00	11.76%	10.00		Relating to all chargeable enquiries; for example, Permitted Development right check, lawful use check, and checks relating to planning permission.	£10 increase in an attempt to recover more of the costs associated in providing this service.
	Section 106 and / or Tree Preservation Order document request and / or document enquiry.	N	40001 9356	Per hour		60.00				Relating to S106 and / or TPO documentation requests or checks associated to S106 documentation; for example checking whether S106 obligations have been complied with.	New fee. Directly relating to S106 and / or TPO requests and enquiries. Set out at an hourly rate.
	Tree Preservation Order or Conservation Area Enquiry (i.e. is my property is a Conservation Area or do I have trees subject to a Tree Preservation Order).	N	40001 9356	Each enquiry		20.00				Only charged if information can ordinarily be obtained by customer without LA assistance.	Fee consistent with last years fee.
	<b>1.3 COPY OF PLANS, DOCUMENTS &amp; DECISIONS**</b>										
	If the total charge (at the rates below) does not exceed £3.00 then no charge will made to provide the requested copies.										
(a)	A4 size (black and white) per sheet*	N	40001 9206	Each	0.10	3.00	2900.00%	2.90			£1 per sheet will be charged, however a minimum of £3 will be charged if number of sheets does not exceed 3 sheets.
(b)	A4 size (colour) per sheet*	N	40001 9206	Each	1.00	3.00	200.00%	2.00			£1 per sheet will be charged, however a minimum of £3 will be charged if number of sheets does not exceed 3 sheets.
(c)	A3 size (black and white) per sheet*	N	40001 9206	Each	0.15	3.00	1900.00%	2.85			£1 per sheet will be charged, however a minimum of £3 will be charged if number of sheets does not exceed 3 sheets.
(d)	A3 size (colour) per sheet*	N	40001 9206	Each	2.00	3.00	50.00%	1.00			£1 per sheet will be charged, however a minimum of £3 will be charged if number of sheets does not exceed 3 sheets.
(e)	A2 size per sheet	N	40001 9206	Each	8.50	10.00	17.65%	1.50			Cost increased in attempt to cover as much Officer and stationary costs as possible.
(f)	A1 per sheet	N	40001 9206	Each	8.50	10.00	17.65%	1.50			Cost increased in attempt to cover as much Officer and stationary costs as possible.
(g)	A0 per sheet	N	40001 9206	Each	8.50	10.00	17.65%	1.50			Cost increased in attempt to cover as much Officer and stationary costs as possible.

1.4 PRE APPLICATION CHARGES											
	Written Householder Advice – small scale extensions to one house or a single flat; small scale development within the curtilage of the property. Does not include a site visit or meeting.	N	40001 9395	Each enquiry	115.00	130.00	13.04%	15.00			£15 increase in an attempt to recover more of the costs associated in providing this service.
	Written Householder Advice (where heritage or arboricultural advice is required) – small scale extensions to one house or a single flat; small scale development within the curtilage of the property. Does not include a site visit or meeting.	N	40001 9395	Each enquiry	165.00	180.00	9.09%	15.00		Please note that if both heritage and arboricultural advice is required an additional £50 charge will apply. Does not include a site visit or meeting. Additional charges will apply if sites visits are required.	£20 increase in an attempt to recover more of the costs associated in providing this service.
	Small scale development advice (commercial) - Small scale extensions / alterations to commercial or similar premises, below 100 m2. Does not include a site visit or meeting.	N	40001 9395	Each enquiry	185.00	205.00	10.81%	20.00			£20 increase in an attempt to recover more of the costs associated in providing this service.
	Small scale development advice (commercial) (where heritage or arboricultural advice is required) - Small scale extensions / alterations to commercial or similar premises, below 100 m2. Does not include a site visit or meeting.	N	40001 9395	Each enquiry		255.00				Please note that if both heritage and arboricultural advice is required an additional £50 charge will apply. Does not include a site visit or meeting. Additional charges will apply if sites visits are required.	New fee. Relates to additional officer advice.
	Small to Medium scale development advice (commercial) - small to medium scale extensions / alterations to commercial or similar premises, between 100 and 500 m2. Does not include a site visit or meeting.	N	40001 9395	Each enquiry	290.00	320.00	10.34%	30.00			£30 increase in an attempt to recover more of the costs associated in providing this service.
	Small to Medium scale development advice (commercial) (where heritage or arboricultural advice is required) - small to medium scale extensions / alterations to commercial or similar premises, between 100 and 500 m2. Does not include a site visit or meeting.	N	40001 9395	Each enquiry		370.00				Please note that if both heritage and arboricultural advice is required an additional £50 charge will apply. Does not include a site visit or meeting. Additional charges will apply if sites visits are required.	New fee. Relates to additional officer advice.
	Medium scale development advice (commercial) - medium scale extensions / alterations to commercial or similar premises, between 500 and 999 m2. Does not include a site visit or meeting.	N	40001 9395	Each enquiry	810.00	900.00	11.11%	90.00			£90 increase in an attempt to recover more of the costs associated in providing this service.
	Medium scale development advice (commercial) (where heritage or arboricultural advice is required) - medium scale extensions / alterations to commercial or similar premises, between 500 and 999 m2. Does not include a site visit or meeting.	N	40001 9395	Each enquiry		1,000.00				Please note that if both heritage and arboricultural advice is required an additional £100 charge will apply. Does not include a site visit or meeting. Additional charges will apply if sites visits are required.	New fee. Relates to additional officer advice.
	Larger scale development advice (commercial) - larger scale extensions / alterations to commercial or similar premises, over 1,000 m2. Does not include a site visit or meeting.	N	40001 9395	Each enquiry	1,625.00	2,000.00	23.08%	375.00			£375 increase in an attempt to recover more of the costs associated in providing this service.
	Larger scale development advice (commercial) (where heritage or arboricultural advice is required) - larger scale extensions / alterations to commercial or similar premises, over 1,000 m2. Does not include a site visit or meeting.	N	40001 9395	Each enquiry		2,100.00				Please note that if both heritage and arboricultural advice is required an additional £100 charge will apply. Does not include a site visit or meeting. Additional charges will apply if sites visits are required.	New fee. Relates to additional officer advice.
	Advertising related advice - relates to all advertising proposals. Does not include a site visit or meeting.	N	40001 9395	Each enquiry		300.00				Please note that if heritage and arboricultural advice is required an additional £50 charge will apply for each discipline involved. Does not include a site visit or meeting. Additional charges will apply if sites visits are required.	New fee. Seeks to recover as much of the associated costs as possible in providing this service.
	Changes of use not relating to residential development or commercial floorspace. Does not include a site visit or meeting.	N	40001 9395	Each enquiry		300.00				Please note that if heritage and arboricultural advice is required an additional £50 charge will apply for each discipline involved. Does not include a site visit or meeting. Additional charges will apply if sites visits are required.	New fee. Seeks to recover as much of the associated costs as possible in providing this service.



	Telecommunications equipment and apparatus advice. Does not include a site visit or meeting.	N	40001 9395	Each enquiry		300.00				Please note that if heritage and arboricultural advice is required an additional £50 charge will apply for each discipline involved. Does not include a site visit or meeting. Additional charges will apply if sites visits are required.	New fee. Seeks to recover as much of the associated costs as possible in providing this service.
(a)	New Residential Unit Enquiries (including if permission is required)										
	1-3 new dwellings. Does not include a site visit or meeting.	N	40001 9395	Each enquiry	350.00	500.00	42.86%	150.00			£150 increase in an attempt to recover more of the costs associated in providing this service.
	1- 3 new dwellings (where heritage or arboricultural advice is required)	N	40001 9395	Each enquiry		600.00				Please note that if both heritage and arboricultural advice is required an additional £100 charge will apply. Does not include a site visit or meeting. Additional charges will apply if sites visits are required.	New fee. Seeks to recover as much of the associated costs as possible in providing this service.
	4-9 new dwellings. Does not include a site visit or meeting.	N	40001 9395	Each enquiry	810.00	1,000.00	23.46%	190.00			£190 increase in an attempt to recover more of the costs associated in providing this service.
	4-9 new dwellings (where heritage or arboricultural advice is required). Does not include a site visit or meeting.	N	40001 9395	Each enquiry		1,100.00				Please note that if both heritage and arboricultural advice is required an additional £100 charge will apply. Does not include a site visit or meeting. Additional charges will apply if sites visits are required.	New fee. Seeks to recover as much of the associated costs as possible in providing this service.
	10-49 new dwellings. Does not include a site visit or meeting.	N	40001 9395	Each enquiry	1740.00	2,000.00	14.94%	260.00			£240 increase in an attempt to recover more of the costs associated in providing this service.
	10-49 new dwellings (where heritage or arboricultural advice is required). Does not include a site visit or meeting.	N	40001 9395	Each enquiry		2,100.00				Please note that if both heritage and arboricultural advice is required an additional £100 charge will apply. Does not include a site visit or meeting. Additional charges will apply if sites visits are required.	New fee. Seeks to recover as much of the associated costs as possible in providing this service.
	50-199 new dwellings. Does not include a site visit or meeting.	N	40001 9395	Each enquiry	2895.00	3,200.00	10.54%	305.00			£315 increase in an attempt to recover more of the costs associated in providing this service.
	50-199 new dwellings (where heritage or arboricultural advice is required). Does not include a site visit or meeting.	N	40001 9395	Each enquiry		3,400.00				Please note that if both heritage and arboricultural advice is required an additional £200 charge will apply. Does not include a site visit or meeting. Additional charges will apply if sites visits are required.	New fee. Seeks to recover as much of the associated costs as possible in providing this service.
	200-399 new dwellings. Does not include a site visit or meeting.	N	40001 9395	Each enquiry	4055.00	4,500.00	10.97%	445.00			£445 increase in an attempt to recover more of the costs associated in providing this service.
	200-399 new dwellings (where heritage or arboricultural advice is required). Does not include a site visit or meeting.	N	40001 9395	Each enquiry		4,700.00				Please note that if both heritage and arboricultural advice is required an additional £200 charge will apply. Does not include a site visit or meeting. Additional charges will apply if sites visits are required.	New fee. Seeks to recover as much of the associated costs as possible in providing this service.
	400 or more new dwellings. Does not include a site visit or meeting.	N	40001 9395	Each enquiry	5000.00	5,500.00					£500 increase in an attempt to recover more of the costs associated in providing this service.

		400 or more new dwellings (where heritage or arboricultural advice is required). Does not include a site visit or meeting.	N	40001 9395	Each enquiry		5,700.00				Please note that if both heritage and arboricultural advice is required an additional £200 charge will apply. Does not include a site visit or meeting. Additional charges will apply if sites visits are required.	New fee. Seeks to recover as much of the associated costs as possible in providing this service.
		Site visit / applicant meeting (additional fee) relating to any pre-application enquiry.		40001 9395	Each site visit or meeting	200.00					The fee is charged for each site visit / meeting for any pre-application enquiry. Multiple site visits / meetings will incur multiple fees. Please note that if heritage and arboricultural advice is required an additional £50 charge will apply for each discipline involved per meeting.	
		<b>1.5 HIGH HEDGE COMPLAINTS</b>										
	(a)	Complaints via written means (electronic or hard copy)	N	40001 9369	Each enquiry	520.30	550.00	5.71%	29.70			Fee increase in an attempt to recover more of the costs associated in providing this service.
	(b)	Those on means tested benefits and war pensions will receive 33% discount	N	40001 9369	Each enquiry	347.22	368.50	6.13%	21.28			Fee increase in an attempt to recover more of the costs associated in providing this service.
		<b>1.6 WEEKLY LIST OF ALL PLANNING APPLICATIONS</b>	N	40001 9354	Per Year	147.91	150.00	1.41%	2.09			
		<b>1.7 OADBY AND WIGSTON LOCAL PLAN</b>										
	(a)	New Local Plan DPD (non resident or local group) **	N	40101 9206	Each	45.00	45.00	0.00%	0.00			
	(b)	New Local Plan DPD (resident or local group) **	N	40101 9206	Each	20.00	20.00	0.00%	0.00			
		<b>1.8 OTHER DOCUMENTS</b>										
	(a)	Annual Monitoring Documents (Published Annually) **	N	40101 9206	Each	20.00	20.00	0.00%	0.00			
	(b)	Supplementary Planning Document / Statements of Consultation **	N	40101 9206	Each	20.00	20.00	0.00%	0.00			
	(c)	Employment Land Availability Study (Published Annually) **	N	40101 9206	Each	20.00	20.00	0.00%	0.00			
	(d)	Landscape Character Assessment **	N	40101 9206	Each	35.00	35.00	0.00%	0.00			
	(e)	Oadby & Wigston Green Wedge Management Strategy	N	40101 9206	Each	35.00	35.00	0.00%	0.00			
	(f)	Oadby & Wigston Phase 1 Habitat Survey & Biodiversity Audit **	N	40101 9206	Each	35.00	35.00	0.00%	0.00			
	(g)	Oadby and Wigston Employment Land and Premises Study**	N	40101 9206	Each	35.00	35.00	0.00%	0.00			
	(h)	Statement of Community Involvement **	N	40101 9206	Each	15.00	35.00	133.33%	20.00			
	(i)	Nature Conservation Strategy	N	40101 9206	Each	35.00	35.00	0.00%	0.00			
	(j)	Local Development Scheme**	N	40101 9206	Each	10.00	10.00	0.00%	0.00			
	(k)	HEDNA **	N	40101 9206	Each	35.00	35.00	0.00%	0.00			
	(l)	Retail Study**	N	40101 9206	Each	35.00	35.00	0.00%	0.00			
	(m)	Faith Community Study & Places of Worship Needs Assessment**	N	40101 9206	Each	35.00	35.00	0.00%	0.00			
	(n)	Play & Recreational Facilities Study	N	40101 9206	Each	35.00	35.00	0.00%	0.00			
	(o)	Affordable Housing Viability Assessment **	N	40101 9206	Each	35.00	35.00	0.00%	0.00			
	(p)	Whole Plan Viability Assessment **	N	40101 9206	Each	35.00	35.00	0.00%	0.00			
	(q)	Assessment of Highways and Transportation Implications	N	40101 9206	Each	35.00	35.00	0.00%	0.00			
	(r)	Employment Sites & Brownfield Land Study	N	40101 9206	Each	35.00	35.00	0.00%	0.00			
	(s)	Adopted Policies Map	N	40101 9206	Each	20.00	20.00	0.00%	0.00			
		** Documents are available on the Councils Website free of charge <a href="http://www.oadby-wigston.gov.uk">www.oadby-wigston.gov.uk</a>  <b>BUILDING CONTROL</b> Oadby and Wigston Borough Council part of the Leicestershire Building Control Partnership. Please see the following link for fees charged by the Partnership: <a href="https://www.lbcpc.co.uk/online-services/fees-and-charges/">https://www.lbcpc.co.uk/online-services/fees-and-charges/</a>										

VAT Key

- I Inclusive of VAT
- E Exempt from VAT
- N Non Business Activity
- Z Zero-rated VAT

1	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	2023-24	2024-25	%age	£ increase	Externally Set	Explanation regarding the recommended level of charge
					£	£	increase			
	<b>Advertising and sponsorship</b>									
	<b>ADVERTISING ON THE DIGITAL DISPLAY SCREENS</b>									
	(a) Community Groups/Charity not-for-profit advert									
	i) First advert in quarter	I	30001 2920	First screen only	0.00	0.00	N/A	0.00		New charge
	ii) First advert in quarter on all three screens	I	30001 2920	Additional screens	0.00	50.00	N/A	50.00		New charge
	iii) Additional adverts in same quarter	I	30001 2920	Per screen	0.00	25.00	N/A	25.00		New charge
	(b) Business Within the Borough, community groups outside the borough or Community Groups/Charities from within the borough with a for-profit advert									
	i) Advert shown for up to one month	I	30001 2920	Per screen	0.00	50.00	N/A	50.00		New charge
	ii) Advert shown for between one and three months	I	30001 2920	Per screen	0.00	125.00	N/A	125.00		New charge
	iii) Advert shown for between three months and six months	I	30001 2920	Per screen	0.00	250.00	N/A	250.00		New charge
	iv) Advert shown for between six and 12 months	I	30001 2920	Per screen	0.00	450.00	N/A	450.00		New charge
	(c) Business Outside the Borough									
	i) Advert shown for up to one month	I	30001 2920	Per screen	0.00	100.00	N/A	100.00		New charge
	ii) Advert shown for between one and three months	I	30001 2920	Per screen	0.00	250.00	N/A	250.00		New charge
	iii) Advert shown for between three months and six months	I	30001 2920	Per screen	0.00	500.00	N/A	500.00		New charge
	iv) Advert shown for between six and 12 months	I	30001 2920	Per screen	0.00	900.00	N/A	900.00		New charge
	NB: A 20% discount will be offered to any advertiser that wishes to display their advert on all three town centre screens at once (Oadby, Wigston and South Wigston)									
	<b>ADVERTISING ON THE COUNCIL'S INTERNAL INTRANET AND STAFF NEWSLETTER</b>									
	(a) All advertisers	I	30001 9201	Per week	0.00	50.00	N/A	50.00		New charge
	NB: A 20% discount will be applied for subsequent weeks featuring the same advert									
	<b>ADVERTISING ALONGSIDE THE COUNCIL'S OUR BOROUGH LEAFLET</b>									
	(a) All advertisers									
	i) Single sided A5 leaflet	I	30001 9201	Per edition	0.00	1,750.00	N/A	1,750.00		New charge
	ii) Doubled sided A5 leaflet	I	30001 9201	Per edition	0.00	1,950.00	N/A	1,950.00		New charge
	<b>ADVERTISING WITHIN EMAILS SENT THROUGH THE COUNCIL'S EMAIL SUBSCRIPTION SERVICE</b>									
	(a) Promotion of a not-for-profit community event within the borough to 2,700+ what's on and events subscribers	I	30001 9201	per email	0.00	100.00	N/A	100.00		New charge
	(b) Promotion of a for-profit community event within the borough 2,700+ what's on and events subscribers	I	30001 9201	per email	0.00	400.00	N/A	400.00		New charge
	(c) Promotion of a not-for-profit community event outside of the borough 2,700+ what's on and events subscribers	I	30001 9201	per email	0.00	200.00	N/A	200.00		New charge
	(d) Promotion of a for-profit community event outside of the borough 2,700+ what's on and events subscribers	I	30001 9201	per email	0.00	800.00	N/A	800.00		New charge
	(e) Inclusion of square/rectangle advert in 5 emails to subscribers in a one-month period (guaranteed to be delivered to a minimum of 10,000 times*).	I	30001 9201	per month	0.00	250.00	N/A	250.00		New charge
	(f) Inclusion of banner advert in a 5 emails to subscribers in a one-month period (guaranteed to be delivered a minimum of 10,000 times*).	I	30001 9201	per month	0.00	400.00	N/A	400.00		New charge
	NB: Prices for adhoc request available									

VAT Key

- I Inclusive of VAT
- E Exempt from VAT
- N Non Business Activity
- Z Zero-rated VAT

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	2023-24 £	2024-25 £	%age increase	£ increase	Externally Set	Explanation regarding the recommended level of charge
2	<b>LICENCES</b>									
	<b>2.1 HACKNEY CARRIAGE AND PRIVATE HIRE CARS</b>									For licences in respect of hackney carriage and private hire drivers, vehicles and operators the fees must be set at a level which ensures that the council does not make a profit. OWBC taxi licence prices far exceed all surrounding authorities.
(a)	Driver's Licence - Private Hire and Hackney Carriage* one Year - renewal only	N	42001 9333	Each	180.00	180.00	0.00%	0.00		
	two Year - renewal only	N	42001 9333	Each	280.00	280.00	0.00%	0.00		
i)	Three Year application and renewal	N	42001 9333	Each	350.00	350.00	0.00%	0.00		
(b)	Competence Test	N	42001 9389	Each	55.00	55.00	0.00%	0.00		
(c)	Drivers Badge - Replacement	N	42001 9333	Each	35.00	35.00	0.00%	0.00		
(d)	Private Hire Operator's Licence									
i)	Five Year 1-5 Vehicles	N	42001 9331	Each	1050.00	1050.00	0.00%	0.00		
i)	Five Year 6-10 Vehicles	N	42001 9331	Each	1550.00	1550.00	0.00%	0.00		
	Five Year 11 + vehicles	N	42001 9331	each	2060.00	2060.00	0.00%	0.00		
ii)	Operators Licence Competency Test*	N	42001 9389	Each	55.00	55.00	0.00%	0.00		
e	Private Hire Vehicle Licence	N	42001 9389	each	350.00	350.00	0.00%	0.00		
(e)	Private Hire Vehicle Licence renewal	N	42001 9332	Each	350.00	350.00	0.00%	0.00		
(f)	Hackney Carriage Vehicle Licence	N	42001 9335	Each	350.00	350.00	0.00%	0.00		
	Hackney Carriage Vehicle Licence renewal	N	42001 9335	Each	350.00	350.00	0.00%	0.00		
	Rear Bracket for Hackney and Private hire vehicle	N	42001 9332	Each	25.00	25.00	0.00%	0.00		
(g)	Replacement of Vehicle Licence Plate	N	42001 9332	Each	36.00	36.00	0.00%	0.00		
(h)	Transfer of Vehicle Licence to Another Licensee	N	42001 9332	Each	62.00	62.00	0.00%	0.00		
(i)										
(j)	Certificate of Compliance	N	42001 9201	Each	25.00	25.00	0.00%	0.00		
(k)	Replacement of Vehicle Licence (paper)	N	42001 9332	Each	25.00	25.00	0.00%	0.00		
(l)	Replacement docu-dash	N	42001 9201	Each	10.00	10.00	0.00%	0.00		
(m)	Replacement Front Windscreen pouch	N	42001 9332	Each	10.00	10.00	0.00%	0.00		
*	Excludes DBS fee £54.00 payable on application and £8.00 DVLA mandate fee									
(n)	HPI checks (new applicants)	N	42001 9383	Each	22.00	22.00	0.00%	0.00		
(o)	Vehicle checks for 6 month inspections paid to external MOT stations	N	42001 9384	Each						
(p)	Child Sexual Exploitation (CSE) Training (for new applicants & renewals)now paid to external company by applicant	N	42001 9385	Each						
	<b>2.2 LICENCE FEES</b>									Reviewed and benchmarked against others
(a)	Animal Boarding Establishment (new) application Fee plus vet fees	N	42002 9323	Each	320.00	320.00	0.00%	0.00		
	Animal Boarding Establishment (new) grant of licence	N	42002 9323	Each	150.00	150.00	0.00%	0.00		
(b)	Animal Boarding Establishment (renewal) Fee	N	42002 9323	Each	280.00	280.00	0.00%	0.00		
	Animal Boarding Establishment renewal grant of licence	N	42202 9323		150.00	150.00	0.00%	0.00		
i)	One Year (Up to 6 animals) see matrix	N	42002 9396	Each				0.00		
ii)	Two Year (Up to 6 animals) see matrix	N	42002 9397	Each						
iii)	Three Year (Up to 6 animals) see matrix	N	42002 9398	Each						
iv)	One Year (7 or more animals) see matrix	N	42002 9396	Each						
v)	Two Year (7 or more animals) see matrix	N	42002 9397	Each						
vi)	Three Year (7 or more animals) see matrix	N	42002 9398	Each						
(c)	Breeding of Dogs (new) application 1 breeding bitch plus vet fees	N	42002 9326	Each	320.00	320.00	0.00%	0.00		
	Breeding of Dogs 1 breeding bitch grant of licence	N	42002 9326	Each	150.00	150.00	0.00%	0.00		
(d)	Breeding of Dogs (renewal) 1 breeding bitch application	N	42002 9326	Each	250.00	250.00	0.00%	0.00		
	Breeding of Dogs (renewal) 1 breeding bitch grant of licence	N	42002 9326		150.00	150.00	0.00%	0.00		
	Breeding of Dogs 2 -3 breeding bitches application fee / renewal fee same as new	N	42002 9326		350.00	350.00	0.00%	0.00		
	Breeding of Dogs 2 -3 breeding bitches grant of licence	N	42002 9326		150.00	150.00	0.00%	0.00		
	Breeding of Dogs 4-5 breeding bitches application fee/renewal	N	42002 9326		450.00	450.00	0.00%	0.00		



i)	1 day a week	N	42002 9440	Each	150.00	150.00	0.00%	0.00		
ii)	1 month licence	N	42002 9440	Each	200.00	200.00	0.00%	0.00		
iii)	3 month licence	N	42002 9440	Each	300.00	300.00	0.00%	0.00		
iv)	6 month licence	N	42002 9440	Each	580.00	580.00	0.00%	0.00		
v)	12 month licence	N	42002 9440	Each	770.00	770.00	0.00%	0.00		
vi)	Transfer of Consent (fixed or mobile)	N	42002 9440	Each	100.00	100.00	0.00%	0.00		
(u)	Street Trading (mobile) per outlet									
i)	1 day a week	N	42002 9440	Each	150.00	150.00	0.00%	0.00		
ii)	1 month licence	N	42002 9440	Each	200.00	200.00	0.00%	0.00		
iii)	3 month licence	N	42002 9440	Each	300.00	300.00	0.00%	0.00		
iv)	6 month licence	N	42002 9440	Each	580.00	580.00	0.00%	0.00		
v)	12 month licence	N	42002 9440	Each	770.00	770.00	0.00%	0.00		
vi)	One off Event Licence	N	42002 9440	Each	125.00	125.00	0.00%	0.00		
(v)	Sex Establishments	N	42002 9323	Each	4000.00	4000.00	0.00%	0.00		
<b>2.3 LICENSING ACT 2003 all set externally as per fees and charges on system</b>										
(a)	Personal Licence+C129:V149C36C129:U148C129:V150C129:V151C36C129:U14C129:U148 Grant or Renewal of a Personal Licence (valid for 10 years)	N	42003 9371	Each	37.00	37.00	0.00%	0.00	X	
(b)	Premises Licences / Club Premises Certificates Annual Fees Rateable Value Bands :- A (no rateable value to £4,300) B (£4,301 to £33,000) C (£33001 to £87,000) D (£87,001 to £125,000) E (£125,001 and above) A multiplier is applied to premises in band D and E where they are exclusively or primarily in the business of selling alcohol D (x2) E (x3)	N	42003 9364	Each	70.00	70.00	0.00%	0.00		
		N	42003 9364	Each	180.00	180.00	0.00%	0.00		
		N	42003 9364	Each	295.00	295.00	0.00%	0.00		
		N	42003 9364	Each	320.00	320.00	0.00%	0.00		
		N	42003 9364	Each	350.00	350.00	0.00%	0.00		
		N	42003 9364	Each	640.00	640.00	0.00%	0.00		
		N	42003 9364	Each	1050.00	1050.00	0.00%	0.00		
(c)	New or Variation of Premises Licences / Club Premises Certificates Application fees Rateable Value Bands :- A (no rateable value to £4,300) B (£4,301 to £33,000) C (£33001 to £87,000) D (£87,001 to £125,000) E (£125,001 and above) A multiplier is applied to premises in band D and E where they are exclusively or primarily in the business of selling alcohol D (x2) E (x3) Minor Variation of Premises Licences	N	42003 9364	Each	100.00	100.00	0.00%	0.00		
		N	42003 9364	Each	190.00	190.00	0.00%	0.00		
		N	42003 9364	Each	315.00	315.00	0.00%	0.00		
		N	42003 9364	Each	450.00	450.00	0.00%	0.00		
		N	42003 9364	Each	635.00	635.00	0.00%	0.00		
		N	42003 9364	Each	900.00	900.00	0.00%	0.00		
		N	42003 9364	Each	1905.00	1905.00	0.00%	0.00		
		N	42003 9393	Each	89.00	89.00	0.00%	0.00		
(d)	Application / Notice								X	
i)	Temporary Event notice	N	42003 9372	Each	21.00	21.00	0.00%	0.00		
ii)	Theft, loss, etc of premises licence or summary	N	42003 9373	Each	10.50	10.50	0.00%	0.00		
iii)	Application for a provisional statement where premises being built etc	N	42003 9374	Each	315.00	315.00	0.00%	0.00		
iv)	Notification of change of name or address	N	42003 9375	Each	10.50	10.50	0.00%	0.00		
v)	Application to vary licence to specify individual as premises supervisor	N	42003 9376	Each	23.00	23.00	0.00%	0.00		
vi)	Application for transfer of premises licence	N	42003 9377	Each	23.00	23.00	0.00%	0.00		
vii)	Interim authority notice following death etc of licence holder	N	42003 9378	Each	23.00	23.00	0.00%	0.00		
viii)	Theft, loss, etc of certificate or summary	N	42003 9379	Each	10.50	10.50	0.00%	0.00		

LA and GA fees are set externally and therefore there is nothing we can do - although the amounts are being revised by the relevant bodies.

ix)	Notification of change of name or alteration of rules of club	N	42003 9380	Each	10.50	10.50	0.00%	0.00		
x)	Change of relevant registered address of club	N	42003 9375	Each	10.50	10.50	0.00%	0.00		
xi)	Theft, loss, etc of temporary event notice	N	42003 9379	Each	10.50	10.50	0.00%	0.00		
xii)	Theft, loss, etc of personal licence	N	42003 9379	Each	10.50	10.50	0.00%	0.00		
xiii)	Notification of change of name or address of premises licence holder	N	42003 9375	Each	10.50	10.50	0.00%	0.00		
xiv)	Right to freeholder etc to be notified of licensing matters	N	49901 9356	Each	21.00	21.00	0.00%	0.00		
<b>2.4 GAMBLING ACT 2005 all set by outside agencies</b>										
(a)	<b>Small Society Lotteries</b>									
i)	Initial Application Fee	N	42004 9420	Each	40.00	40.00	0.00%	0.00		X
ii)	Renewal Fee	N	42004 9420	Each	20.00	20.00	0.00%	0.00		
(b)	<b>Bingo Premises</b>									
i)	Premises Licence	N	42004 9410	Each	1200.00	1200.00	0.00%	0.00		
ii)	Annual Fee	N	42004 9412	Each	554.00	554.00	0.00%	0.00		
iii)	Variation of Licence	N	42004 9410	Each	1317.00	1317.00	0.00%	0.00		
iv)	Change of Circumstances	N	42004 9410	Each	50.00	50.00	0.00%	0.00		
v)	Transfer of Licence	N	42004 9410	Each	554.00	554.00	0.00%	0.00		
vi)	Re-instatement Fee	N	42004 9410	Each	554.00	554.00	0.00%	0.00		
vii)	Provisional Statement	N	42004 9410	Each	1317.00	1317.00	0.00%	0.00		
viii)	Copy of Licence	N	42004 9411	Each	25.00	25.00	0.00%	0.00		
(c)	<b>Betting Premises (Track)</b>									
i)	Premises Licence	N	42004 9404	Each	1200.00	1200.00	0.00%	0.00		X
ii)	Annual Fee	N	42004 9406	Each	554.00	554.00	0.00%	0.00		
iii)	Variation of Licence	N	42004 9404	Each	1250.00	1250.00	0.00%	0.00		
iv)	Change of Circumstances	N	42004 9404	Each	50.00	50.00	0.00%	0.00		
v)	Transfer of Licence	N	42004 9404	Each	554.00	554.00	0.00%	0.00		
vi)	Re-instatement Fee	N	42004 9404	Each	554.00	554.00	0.00%	0.00		
vii)	Provisional Statement	N	42004 9404	Each	1317.00	1317.00	0.00%	0.00		
viii)	Copy of Licence	N	42004 9405	Each	25.00	25.00	0.00%	0.00		
(d)	<b>Family Entertainment Centres</b>									
i)	Premises Licence	N	42004 9323	Each	1000.00	1000.00	0.00%	0.00		X
ii)	Annual Fee	N	42004 9323	Each	554.00	554.00	0.00%	0.00		
iii)	Variation of Licence	N	42004 9323	Each	1250.00	1250.00	0.00%	0.00		
iv)	Change of Circumstances	N	42004 9323	Each	50.00	50.00	0.00%	0.00		
v)	Transfer of Licence	N	42004 9323	Each	554.00	554.00	0.00%	0.00		
vi)	Re-instatement Fee	N	42004 9323	Each	554.00	554.00	0.00%	0.00		
vii)	Provisional Statement	N	42004 9323	Each	1317.00	1317.00	0.00%	0.00		
viii)	Copy of Licence	N	42004 9323	Each	25.00	25.00	0.00%	0.00		
(e)	<b>Adult Gaming Centre</b>									
i)	Premises Licence	N	42004 9414	Each	1200.00	1200.00	0.00%	0.00		X
ii)	Annual Fee	N	42004 9416	Each	554.00	554.00	0.00%	0.00		
iii)	Variation of Licence	N	42004 9414	Each	1000.00	1000.00	0.00%	0.00		
iv)	Change of Circumstances	N	42004 9414	Each	50.00	50.00	0.00%	0.00		
v)	Transfer of Licence	N	42004 9414	Each	554.00	554.00	0.00%	0.00		
vi)	Re-instatement Fee	N	42004 9435	Each	554.00	554.00	0.00%	0.00		
vii)	Provisional Statement	N	42004 9436	Each	1317.00	1317.00	0.00%	0.00		
viii)	Copy of Licence	N	42004 9434	Each	25.00	25.00	0.00%	0.00		
(f)	<b>Betting Premises (Other)</b>									
i)	Temporary Use Notice	N	42004 9323	Each	500.00	500.00	0.00%	0.00		X
ii)	Replacement of Temporary Use Notice	N	42004 9323	Each	25.00	25.00	0.00%	0.00		
iii)	Premises Licence	N	42004 9400	Each	1317.00	1317.00	0.00%	0.00		
iv)	Annual Fee	N	42004 9402	Each	554.00	554.00	0.00%	0.00		
v)	Variation of Licence	N	42004 9400	Each	1317.00	1317.00	0.00%	0.00		
vi)	Change of Circumstances	N	42004 9400	Each	50.00	50.00	0.00%	0.00		
vii)	Transfer of Licence	N	42004 9400	Each	554.00	554.00	0.00%	0.00		
viii)	Re-instatement Fee	N	42004 9323	Each	554.00	554.00	0.00%	0.00		
ix)	Provisional Statement	N	42004 9323	Each	1317.00	1317.00	0.00%	0.00		
x)	Copy of Licence	N	42004 9401	Each	25.00	25.00	0.00%	0.00		
(g)	<b>Club Gaming Machine Permits</b>									
i)	Grant of Permit	N	42004 9422	Each	200.00	200.00	0.00%	0.00		X
ii)	Grant of Permit (Club Premises Certificate holder)	N	42004 9422	Each	100.00	100.00	0.00%	0.00		

LA and GA fees are set externally and therefore there is nothing we can do - although the amounts are being revised by the relevant bodies.

iii)	Variation of Permit	N	42004 9422	Each	100.00	100.00	0.00%	0.00		
iv)	Renewal of Permit	N	42004 9422	Each	200.00	200.00	0.00%	0.00		
v)	Renewal of Permit (Club Premises Certificate holder)	N	42004 9422	Each	100.00	100.00	0.00%	0.00		
vi)	Annual Fee	N	42004 9432	Each	50.00	50.00	0.00%	0.00		
vii)	Copy of Permit	N	42004 9422	Each	15.00	15.00	0.00%	0.00		
(h)	<b>Club Gaming Permits</b>								X	
i)	Grant of Permit	N	42004 9421	Each	200.00	200.00	0.00%	0.00		
ii)	Grant of Permit (Club Premises Certificate holder)	N	42001 9421	Each	100.00	100.00	0.00%	0.00		
iii)	Variation of Permit	N	42004 9421	Each	100.00	100.00	0.00%	0.00		
iv)	Renewal of Permit	N	42001 9421	Each	200.00	200.00	0.00%	0.00		
v)	Renewal of Permit (Club Premises Certificate holder)	N	42004 9421	Each	100.00	100.00	0.00%	0.00		
vi)	Annual Fee	N	42004 9431	Each	50.00	50.00	0.00%	0.00		
vii)	Copy of Permit	N	42004 9421	Each	15.00	15.00	0.00%	0.00		
(i)	<b>Family Entertainment Centre Permits</b>								X	
i)	Grant of Permit	N	42004 9323	Each	300.00	300.00	0.00%	0.00		
	Existing Operator Permit	N	42004 9424	Each	100.00	100.00	0.00%	0.00		
ii)	Renewal of Permit	N	42004 9323	Each	300.00	300.00	0.00%	0.00		
iii)	Change of Name on Permit	N	42004 9323	Each	25.00	25.00	0.00%	0.00		
iv)	Copy of Permit	N	42004 9323	Each	15.00	15.00	0.00%	0.00		
(j)	<b>Prize Gaming Permits</b>								X	
i)	Grant of Permit	N	42004 9424	Each	300.00	300.00	0.00%	0.00		
	Existing Operator Permit	N	42004 9424	Each	100.00	100.00	0.00%	0.00		
ii)	Renewal of Permit	N	42004 9424	Each	300.00	300.00	0.00%	0.00		
iii)	Change of Name on Permit	N	42004 9424	Each	25.00	25.00	0.00%	0.00		
iv)	Copy of Permit	N	42004 9424	Each	15.00	15.00	0.00%	0.00		
(k)	<b>Licensed Premises Gaming Machine Permits</b>								X	
i)	Grant of Permit	N	42004 9423	Each	150.00	150.00	0.00%	0.00		
ii)	Variation of Permit	N	42004 9423	Each	100.00	100.00	0.00%	0.00		
	First and Annual Fee	N	42004 9423	Each	50.00	50.00	0.00%	0.00		
iii)	Change of Name on Permit	N	42004 9423	Each	25.00	25.00	0.00%	0.00		
iv)	Copy of Permit	N	42004 9423	Each	15.00	15.00	0.00%	0.00		
v)	Transfer of Permit	N	42004 9423	Each	25.00	25.00	0.00%	0.00		
vi)	Automatic Entitlement Notification	N	42004 9423	Each	50.00	50.00	0.00%	0.00		



	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	2023-24 £	2024-25 £	%age increase	£ increase	Externally Set	Explanation regarding the recommended level of charge
3	<b>ENVIRONMENTAL HEALTH</b>									
3.1	<b>ENVIRONMENT &amp; SAFETY INFORMATION ACT 1988</b> Copies of entries in register	I	14001 9356	Each	14.00	15.40	10%	1.40		
3.2	<b>FOOD SAFETY ACT</b> Copies of Register of Food Business	I	14001 9356	Each	597.00	657.00	10%	60.00		
3.3	<b>ENVIRONMENTAL PROTECTION ACT</b> Copies of Register of Authorisations	I	14001 9356	Each	68.00	68.00	0%	0.00		
3.4	<b>DOG CONTROL</b>									
(a)	Stray dogs - Statutory Charge	N	14007 9200	Each	25.00	25.00	0%	0.00	X	
(b)	Collect and Return to Owner (If Known)	N	14007 9200	Each	87.50	87.50	0%	0.00	X	
(c)	Collect and Take to Kennels	N	14007 9200	Each	87.50	87.50	0%	0.00	X	
(d)	Collect and Return if Dog Strays More Than Once (in a 6 month period)	N	14007 9200	Each	129.00	129.00	0%	0.00	X	
(e)	Kennelling Fee	N	14007 9200	Per Day	14.50	14.50	0%	0.00	X	
(f)	Emergency Vets Fee (plus 10% Admin Fee)	N	14007 9200	Visit	Actual	Actual				
3.5	<b>FOOD EXPORT CERTIFICATE</b>	N	14001 9200	Each	137.42	151.00	10%	13.58		
3.6	<b>RE-INSPECTION FEE FOR THE FHRS INSPECTION (FOOD HYGIENE RATING SCHEME)</b>	N	14001 9200	Each	170.00	187.00	10%	17.00		
3.7	<b>PRIVATE SECTOR HOUSING</b>									
(a)	Accommodation Certificates	N	14001 9360	Each	170.00	180.00	6%	10.00		Increased by Sept CPI
(b)	Change of Details on Certificate	N	14001 9360	Each	28.32	30.00	6%	1.68		
(c)	Mandatory Five year Licensing of Houses in Multiple Occupation (HMO)	N	14001 9392	Each	690.00	740.00	7%	50.00		
(d)	Additional Fee for Unlicensed Premises	N	14001 9392	Each	255.00	270.00	6%	15.00		
	Enforcement fee	N	14001 9392	Each	255.00	270.00	6%	15.00		
(e)	Renewal of Mandatory Five Year Licences for HMO	N	14001 9392	Each	660.00	700.00	6%	40.00		
	Enforcement Fee				255.00	270.00	6%	15.00		
	Deductions for -									
i)	Second house to be licensed	N	14001 9392	Each	-30.00	-30.00	0%	0.00		
ii)	Membership of approved accreditation schemes	N	14001 9392	Each	-100.00	-110.00	10%	-10.00		
iii)	Membership of approved landlord scheme	N	14001 9392	Each	-100.00	-110.00	10%	-10.00		
(f)	Notices served under Housing Act 2004	N	14001 9356	Per Hour	50.00	50.00	0%	0.00		
(g)	Expenses incurred in determining Enforcement Action	N	14001 9356	Actual Cost	Actual	Actual				
3.8	<b>ABANDONED VEHICLE</b>									
(a)	Abandoned Vehicle Charge								X	
i)	Abandoned Vehicle in Good condition	N	14004 9383	Each	150.00+	150.00+				
ii)	Abandoned Vehicle in Bad condition	N	14004 9383	Each	150.00+	150.00+				
(b)	Daily charge for every day we store vehicle with a maximum of 15 days storage & only if vehicle is worth more than £1000 in value	N	14004 9383	Daily	10.00+	10.00+			X	
(c)	For Disposal of Vehicle	N	14004 9383	Each	50.00+	50.00+			X	
3.9	<b>CONTAMINATED LAND ENQUIRIES</b>									
(a)	Written Correspondence	N	14004 9200	Per Letter	70.28	80.00	14%	9.72		
(b)	Additional Hourly charge	N	14004 9200	Per Hour	62.94	70.00	11%	7.06		
3.10	<b>CCTV</b>									
(a)	Request for viewing	I	14001 9348	Each	17.00	20.00	18%	3.00		
3.11	<b>SOLICITOR/BUSINESS REQUESTS including factual reports</b>									
(a)	Written Correspondence	I	14001 9356	Per Letter	70.28	80.00	14%	9.72		
(b)	Additional Hourly charge	I	14001 9356	Per Hour	62.94	70.00	11%	7.06		

**VAT Key**

- I Inclusive of VAT
- E Exempt from VAT
- N Non Business Activity
- Z Zero-rated VAT

POLICY FINANCE AND DEVELOPMENT COMMITTEE

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	2023-24 £	2024-25 £	%age increase	£ increase	Externally Set	Explanation regarding the recommended level of charge
4	<b>CORPORATE RESOURCES</b>									
4.1	<b>COPIES OF OFFICIAL / CERTIFIED COUNCIL DOCUMENTS</b>									
(a)	Annual Report & Budget Book (Hard-Copy Only)	Z	30201 9206	Each set	50.00	54.00	8.00%	4.00		CPI + 1% (7.3%)
(b)	Agendas, Reports & Background Documents (Hard-Copy Only)	Z	30201 9206	Each set	21.00	23.00	9.52%	2.00		
(c)	Minutes (Hard-Copy Only)	Z	30201 9206	Each set	16.00	17.00	6.25%	1.00		
(d)	Miscellaneous Legal Contracts, Agreements, Deeds, Instruments etc.	I	39904 9206	Each doc	46.16	50.00	8.33%	3.84		
4.2	<b>LEGAL / ADMINISTRATIVE SERVICES</b>									
(a)	Simple Transfers, Charges, Leases, Licences, Other Agreements etc.	I	39904 9105	Each set		POA				CPI + 1% (7.3%)
(b)	Complex Transfers, Charges, Leases, Licences, Other Agreements etc.	I	39904 9105	Each set		POA				
(c)	Commercial Transfers, Charges, Leases, Licences, Other Agreements etc.	I	39904 9105	Each set		POA				
(d)	Freehold / Leasehold Property Enquires	I	39904 9105	Each set	250.00	250.00		0.00		Average private-sector rate
(e)	Statutory Declarations, Statements, Affidavits, Certificates	I	39904 9105	Each doc		POA				
(f)	Certification of Original Documents	I	39904 9356	Each doc				0.00		
(g)	Miscellaneous Hourly Rates (Qualified over 8ys)	I	39904 9105	Per hour	200.00	200.00	0.00%	0.00	X	
(h)	Miscellaneous Hourly Rates (Non-Qualified)	I	39904 9105	Per hour	125.00	134.00	7.20%	9.00		
(i)	<del>Miscellaneous Expenses and Disbursements</del>	E	39904 9054	-				0.00	X	
(j)	<del>Miscellaneous Courts, Tribunals, Quangos etc. Costs and Fees</del>	E	39904 9100	-				0.00	X	
(k)	<del>Miscellaneous Civil / Administrative Penalties etc.</del>	E	39904/9103	-				0.00	X	
	POA = Price on Application									
4.3	<b>LOCAL LAND CHARGES (LLC)</b>									
(a)	Full Search (LLC and Con29R) (Residential / Commercial)	N	30101 9200	Per Search			0.00	0.00	X	Set by BDC
(b)	LLC1 Search	N	30101 9200	Each			0.00	0.00	X	
(c)	CON29R Search	N	30101 9200	Each			0.00	0.00	X	
(d)	CON29 Optional (Questions 4-22 each)	N	30101 9200	Each			0.00	0.00	X	
(e)	CON29 Building Regs (Q1.1j-l and 3.8 each)	N	30101 9200	Each			0.00	0.00	X	
(f)	LLC1 Additional parcel fee	N	30101 9200	Each			0.00	0.00	X	
(g)	CON29R Additional parcel fee (up to a maximum of 10)	N	30101 9200	Each			0.00	0.00	X	
(h)	Own written questions	N	30101 9200	Each			0.00	0.00	X	
4.4	<b>COPIES OF BYLAWS (Statutory max 20p per 100 words)</b>	I	39904 9206	Each			0.00	0.00	X	
4.5	<b>ELECTORAL SERVICES</b>									
(a)	Written proof of registration	N	30401 9203	Each			0.00	0.00	X	
(b)	Forwarding of documents	N	30401 9203	Each			0.00	0.00	X	
(c)	Written proof of historical registration	N	30401 9203	Each			0.00	0.00	X	
(d)	Sale of registers (open register, marked register etc.).	N	30401 9203	Each			0.00	0.00	X	
	POA = Price on Application									
4.6	<b>ENVIRONMENTAL INFORMATION REGULATIONS (EIR) CHARGES</b>									
(a)	Photocopy or printing, standard, black and white, normal paper - min A4	I	39904 9356	Per Page		0.10	0.00	0.10		
(b)	Photocopy or printing, standard, black and white, normal paper - A3	I	39904 9356	Per Page		0.15	0.00	0.15		
(c)	Photocopy or printing, standard, black and white, normal paper - A2	I	39904 9356	Per Page		0.20	0.00	0.20		
(d)	Photocopy or printing, standard, black and white, normal paper - A1	I	39904 9356	Per Page		0.25	0.00	0.25		
(e)	Photocopy or printing, standard, black and white, normal paper - A0	I	39904 9356	Per Page		0.50	0.00	0.50		
(f)	Reproduction of data onto CD, DVD, USB or other Portal / Cloud Device	I	39904 9356	Each		POA				
(g)	<del>Staff costs for location, collation, redaction and checking of information etc.</del>	I	39904 9356	Per Hour			0.00%	0.00	X	
(h)	Miscellaneous Expenses and Disbursements	E	39904 9054	-						
	POA = Price on Application									
	NB : If the total charge (at the rates above) does not exceed £3.00 then no charge will be made to provide the requested copies									
4.7	<b>FREEDOM OF INFORMATION ACT (FOIA) CHARGES UNDER SECTION 12</b>									
(a)	<del>Standard - Refusals of requests on cost grounds (Limit 18 hrs / £450.00 Max)</del>	E	39904 9356	Per Hour			0.00%	0.00	X	
(b)	<del>Extra - Requests exceeding cost limit at (a) [Necessary for Compliance]</del>	E	39904 9356	-			0.00%	0.00	X	
	Price on Application (POA) for requests that exceed the cost limit of £450.00/ 18 hours		399049356	-						

VAT Key

- I Inclusive of VAT
- E Exempt from VAT
- N Non Business Activity
- Z Zero-rated vat

**SERVICE DELIVERY COMMITTEE**

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	2023-24 £	2024-25 £	%age increase	£ increase	Externally Set	Explanation regarding the recommended level of charge
<b>5</b>	<b>HOUSING</b>									
	<b>5.1</b> Use of Guest Rooms	E	1150* 9552	Night	25.00		-100.00%	-25.00		<i>Guest Rooms are in the sheltered schemes. Consider CPI+1% - we're currently reviewing whether we should convert these into properties for the general fund.</i>
	<b>5.2</b> Hostel charge	E	14202 9600	Weekly	227.43	244.03	7.30%	16.60		<i>CPI + 1% (7.7%)</i>
	<b>5.3</b> Personal contribution for hotel accommodation	E	14201 9104	Weekly	22.00	23.60	7.27%	1.60		<i>CPI + 1% (7.7%) Part of the Temporary Accom review. Currently below cap of £40/week.</i>
	<del><b>5.4</b> Charge for Scooter Storage (VAT rate of 5%)</del>	<del>I</del>	<del>11503 9608</del>	<del>Weekly</del>	<del>10.00</del>		<del>-100.00%</del>	<del>-10.00</del>		<del><i>Remove</i></del>
	<b>5.5</b> Room Hire - Communal lounge (sheltered housing scheme)	E	1150* 9554	Hourly	22.00		-100.00%	-22.00		
	<b>5.6</b> Communal lounge and kitchen facilities	E	1150* 9554	Hourly	27.00		-100.00%	-27.00		
<b>NEW</b>	<b>5.7</b> Key Fob Deposits - Refundable	E	62023 9629	Each		10.00		10.00		<i>For each key above their allocation</i>

**VAT Key**

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**SERVICE DELIVERY COMMITTEE**

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	2023-24 £	2024-25 £	%age increase	£ increase	Externally Set	Explanation regarding the recommended level of charge
6	<b>CEMETERIES</b>  The Cemeteries are open for interments from 9:30am to 3.45pm (2.30pm on Fridays); the latest time that an interment can be booked is 3.15pm (Monday to Thursday) and 2.00pm (Friday). For bookings outside of these hours the interment fee will be doubled.								
	<b>6.1 PURCHASE OF GRAVE AND EXCLUSIVE RIGHT OF BURIAL</b>								
	(a) Resident								
	i) Adult grave (a single grave for two coffin burials and up to six ash caskets; includes application fee for memorial not exceeding 2' 6" (750mm).	E	20102 9200	900.00	963.90	7.10%	63.90		August CPI 6.7%+1 Rounded up
	ii) Children's grave (a single grave for one coffin burial in the children's section of Oadby Cemetery or Wigston Cemetery for a child up to and including 12 years of age; includes application fee for memorial not exceeding 2' 6" (750mm).	E	20102 9200	250.00	267.75	7.10%	17.75		August CPI 6.7%+1 Rounded up
	iii) Cremated remains plot in the Garden of Remembrance at Oadby Cemetery or Wigston Cemetery (a single plot for two caskets; includes application fee for memorial not exceeding 2'6" (750mm).	E	20102 9200	460.00	492.66	7.10%	32.66		August CPI 6.7%+1 Rounded up
	(b) Non Resident The above charges are trebled in the case of a Non Resident of the Borough of Oadby and Wigston								
	(c) The fees above include the issue of the Deed of Grant of Burial which is given for a period of 100 years								
	i) To extend the exclusive right of burial in a grave previously purchased for a further 50 years.	E	20102 9200	180.00	192.78	7.10%	12.78		August CPI 6.7%+1 Rounded up
	<b>NOTES:</b> The allocation of grave spaces for interment and exclusive rights of burial at both the cemeteries will be made available only in rotation. Purchase of burial or cremation plots in advance is not permitted at Oadby Cemetery Purchase of burial plots or cremation plots in Wigston Cemetery is limited to a maximum of 2 per applicant								
	<b>6.2 INTERMENT - IN A PRIVATE OR COMMON GRAVE</b>								
	For Interment in a Grave :-								
	(a) Resident								
	i) A child whose age at the time of death did not exceed one month.			0.00			0.00		
	ii) A child whose age at the time of death exceeded one month but did not exceed 12 years.	E	20102 9200	150.00	160.65	7.10%	10.65		August CPI 6.7%+1 Rounded up
	iii) A person whose age at the time of death exceeded 12 years.	E	20102 9200	520.00	556.92	7.10%	36.92		August CPI 6.7%+1 Rounded up
	iv) For the interment of cremated remains in a grave or vault.	E	20102 9200	180.00	192.78	7.10%	12.78		August CPI 6.7%+1 Rounded up
	v) A scattering of Ashes	E	20102 9200	80.00	85.68	7.10%	5.68		August CPI 6.7%+1 Rounded up
	(b) Non Resident The above charges are double in the case of a non resident of the Borough of Oadby and Wigston.								
	(c) Additional charge for burial with less than 48 hours notice or cremated remains with less than 24 hours notice over and above charges at i) ii) iii) and iv) for residents and non residents.	E	20102 9200	240.00	257.04	7.10%	17.04		August CPI 6.7%+1 Rounded up
	<b>NOTE:</b> The above charges include the digging of a grave where appropriate								
	<b>6.4 WALLED GRAVES AND VAULTS</b>								
	(a) For the right to construct a walled grave or vault:-								
	i) 9ft x 9ft	E	20102 9200	1,200.00	1,285.20	7.10%	85.20		August CPI 6.7%+1 Rounded up
	ii) 9ft x 4ft	E	20102 9200	970.00	1,038.87	7.10%	68.87		August CPI 6.7%+1 Rounded up
	<b>6.5 MONUMENTS, GRAVESTONES, TABLETS AND INSCRIPTIONS</b>								
	(a) For the right to erect or place on a grave or vault subject to approval of the Council; A headstone or memorial tablet, vase and base								
	i) not exceeding 1ft in height (300mm)	I	20102 9200	80.00	85.68	7.10%	5.68		August CPI 6.7%+1 Rounded up
	ii) exceeding 1ft but not exceeding 2ft 6in. (300mm to 750mm)	I	20102 9200	110.00	117.81	7.10%	7.81		August CPI 6.7%+1 Rounded up
	iii) exceeding 2ft 6in (over 750mm) (but see <b>NOTES</b> below)	I	20102 9200	210.00	224.91	7.10%	14.91		August CPI 6.7%+1 Rounded up
	(b) Kerbstone, Borderstone or Flatstone enclosing or over a grave (but see <b>NOTES</b> below)	I	20102 9200	240.00	257.04	7.10%	17.04		August CPI 6.7%+1 Rounded up
	(c) For the right to place an inscribed plaque on the memorial at the Garden of Remembrance at Oadby Cemetery.								
	i) Not Exceeding 6ins x 4ins (150mm x 100mm)	I	20102 9200	70.00	74.97	7.10%	4.97		August CPI 6.7%+1 Rounded up
	ii) Exceeding 6ins x 4ins (150mm x 100mm)	I	20102 9200	100.00	107.10	7.10%	7.10		August CPI 6.7%+1 Rounded up
	(d) For each inscription after the first inscription	I	20102 9200	60.00	64.26	7.10%	4.26		August CPI 6.7%+1 Rounded up
	(e) Replacement of existing memorial - administration fee	I	20102 9200	60.00	64.26	7.10%	4.26		August CPI 6.7%+1 Rounded up

**NOTES:**

Kerb edgings, headstones and memorials exceeding 2'6" (750mm) are not allowed in the Gardens of Remembrance and if installed will be removed.

An additional inscription is defined as an action taken after the erection of the monument.

Fees are to be enclosed with all applications

**6.6 MISCELLANEOUS**

- (a) Transfer of Grave Ownership
- (b) for Searches of registers, copies and extracts therefrom:
  - (i) Search of registers by Council staff - per hour or part hour
  - Search of registers - in person - per hour or part hour
  - (ii) Certificated copies of entry
- (c) Notice of Interment Forms
- (d) Use of the Chapel at Wigston Cemetery - per funeral
- (e) Purchase and planting of memorial trees - Donation
- (f) Donation towards a memorial seat (provided and installed by Council)
- (g) Exhumation (where requested by Deed Holder - subject to the required statutory approvals) - burial plot
- (h) Exhumation (where requested by Deed Holder - subject to the required statutory approvals) - casket plot

N	20102 9200	60.00	64.26	7.10%	4.26	August CPI 6.7%+1 Rounded up
N	20102 9200	30.00	32.13	7.10%	2.13	August CPI 6.7%+1 Rounded up
N	20102 9200	30.00	32.13	7.10%	2.13	August CPI 6.7%+1 Rounded up
N	20102 9200	30.00	32.13	7.10%	2.13	August CPI 6.7%+1 Rounded up
I	20102 9200	165.00	176.72	7.10%	11.72	August CPI 6.7%+1 Rounded up
I	20102 9200	220.00	235.62	7.10%	15.62	August CPI 6.7%+1 Rounded up
I	20102 9200	770.00	824.67	7.10%	54.67	August CPI 6.7%+1 Rounded up
E	20102 9200	780.00	835.38	7.10%	55.38	August CPI 6.7%+1 Rounded up
E	20102 9200	270.00	289.17	7.10%	19.17	August CPI 6.7%+1 Rounded up

**\* DEFINITION OF THE TERM RESIDENT \***

For Purchase of Grant of Right of Burial a **RESIDENT** is defined as:

A person who, at the time of applying, has a permanent home address within the Borough

For Interments a **RESIDENT** is defined as:

- i) A person who had resided at a private address within the Borough for 5 consecutive years immediately preceding the date of death **OR**
- ii) A person who had at the time of death, resided in a residential or nursing home (or similar establishment) outside of the Borough for 3 years or less but had resided at an address within the Borough for the 5 consecutive years (or more) immediately preceding moving to the residential or nursing home **OR**
- iii) A person who had resided within the Borough for 5 consecutive years (or more) but had within the 6 months immediately preceding the date of death moved from the Borough.

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SERVICE DELIVERY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	2023-24 £	2024-25 £	%age increase	£ increase	Externally Set	Explanation regarding the recommended level of charge
8	<b>RECREATION GROUNDS AND PAVILION HIRE</b>									
8.1	<b>ROOM HIRE PER HOUR - VAT Exempt Pavilions</b> Blaby Road Park Pavilion Freer Centre Sheila Mitchell Pavilion Uplands Park Pavilion Walter Charles Centre									
(a)	Non Commercial Use - first hour	E	20002 9539	First Hour	20	25.00	25.00%	5.00		Increased the hourly rate by £5
	Non Commercial Use - each subsequent hour or part hour	E	20002 9539	Per Hour	13	18.00	25.00%	5.00		Increased the hourly rate by £5
(b)	Commercial Use - first hour	E	20002 9538	First Hour	25	30.00	25.00%	5.00		Increased the hourly rate by £5
	Commercial Use - each subsequent hour or part hour	E	20002 9538	Per Hour	16	21.00	25.00%	5.00		Increased the hourly rate by £5
	Saturday evening hire - minimum charge of 4 hours booking from 5pm onwards									
(c)	Refundable deposit per booking (full or part)	E	62023 9627	Deposit						
(d)	Charge for lost keys (in addition to (e) below)	E	20002 9539	Each						
(e)	Late return of keys (charge per working day)	E	20002 9539	Each						
8.2	<b>ROOM HIRE PER HOUR - Vatable Pavilions</b> Coombe Park Pavilion Thythorn Hill Community Centre									
(a)	Non Commercial Use - first hour	I	20002 9539	Per Hour	24	28.5	21.28%	5.00		Increased the hourly rate by £5
	Non Commercial Use - each subsequent hour or part hour	I	20002 9539	Per Hour	16	21.00	31.25%	5.00		Increased the hourly rate by £5
(b)	Commercial Use - first hour	I	20002 9538	Per Hour	31	36	16.13%	5.00		Increased the hourly rate by £5
	Commercial use - each subsequent hour or part hour	I	20002 9538	Per Hour	19	24	26.32%	5.00		Increased the hourly rate by £5
(c)	Refundable deposit per booking (full or part)	E	62023 9627	Deposit						
(d)	Charge for lost keys (in addition to (e) below)	E	20002 9539	Each						
(e)	Late return of keys (charge per working day)	E	20002 9539	Each						
	Saturday evening hire - minimum charge of 4 hours booking from 5pm onwards									
	<b>CANCELLATION OF ROOM HIRE</b>  Cancellation with more than 8 weeks notice - return 100% of hire fee Cancellation less than 8 weeks but more than 6 weeks - return 75% of hire fee Cancellations less than 6 weeks but more than 14 days- return 50% of hire fee Cancellations less than 14 days but more than 7 days - return 25% of hire fee Cancellations with less than 7 days notice - hire fee not returned									
8.3	<b>RECREATION GROUNDS</b>									
(a)	<b>Bowls</b>									
i)	Season Ticket - Adult	I	20002 9530	Each	104	111.33	7.10%	7.38		
ii)	Half Season Ticket - Adult	I	20002 9530	Each	52	55.37	7.10%	3.67		
iii)	Season Ticket - Junior (under 18)	I	20002 9530	Each	32	34.75	7.10%	2.30		
iv)	Hourly Ticket - per person	I	20002 9532	Per Person	4	4.71	7.10%	0.31		
v)	Visiting Team				0			0.00		
v)	Season Ticket - New member (one year introductory offer)	I	20002 9530	Each	35	37.11	7.10%	2.46		
(b)	<b>Cricket</b>									
i)	Per match VATable	I	20002 9533	Per Match	87	93.07	7.10%	6.17		

	ii) Per match Non VATable	E	20002 9534		0			0.00	
(c)	Football - Junior Clubs (Under 10's and below)				0			0.00	
	i) With shower facilities VATable	I	20002 9536	Per Booking	25	27.10	7.10%	1.80	
	With shower facilities non VATable	E	20002 9537		0			0.00	
	ii) Without shower facilities VATable	I	20002 9536	Per Booking	13	14.14	7.10%	0.94	
	Without shower facilities non VATable	E	20002 9537		0			0.00	
	iii) Academy (Coombe Park - subject to VAT at Standard Rate)	I	20002 9536	Per Booking	190	203.81	7.10%	13.51	
(d)	Football - Youths (10 - 18 years)				0			0.00	
	i) With shower facilities VATable	I	20002 9536	Per Booking	46	49.48	7.10%	3.28	
	ii) Without shower facilities Non VATable	E	20002 9537	Per Booking	23	24.74	7.10%	1.64	
(e)	Football - Senior Clubs (Over 18s)				0			0.00	
	i) With shower facilities VATable	I	20002 9536	Per Booking	69	74.22	7.10%	4.92	
	With shower facilities non VATable	E	20002 9537		0			0.00	
	ii) Without shower facilities VATable	I	20002 9536	Per Booking	35	37.11	7.10%	2.46	
	Without shower facilities non VATable	E	20002 9537		0			0.00	
	iii) Coombe Park - subject to VAT at Standard Rate	I	20002 9537	Per Booking					
	iv) Thythorn Hill (Horsewell Lane) - subject to VAT at Standard Rate	I	20002 9537	Per Booking	69	74.22	7.10%	4.92	
	v) Peace Memorial Park - 5 a side	I	20002 9536	Per Booking	0		7.10%	0.00	
	Bookings of 10 matches or more booked together, are exempt from VAT (except Coombe Park)				0			0.00	
(f)	Rounders - Senior Clubs (Over 18s)				0			0.00	
	(i) Willow Park VATable with changing rooms/showers	I	20002 9536	Per booking	69	74.22	7.10%	4.92	
	(ii) Willow Park Non VATable with changing rooms/showers	E	20002 9537		0			0.00	
	(iii) Willow Park VATable pitch only	I	20002 9536	Per booking	35	37.11	7.10%	2.46	
	(iv) Willow Park Non VATable pitch only	E	20002 9537		0			0.00	
(g)	Rounders - Junior / Youth teams (under 18s)				0			0.00	
	(i) Willow Park VATable with changing rooms/showers	I	20002 9536	Per booking	46	49.48	7.10%	3.28	
	(ii) Willow Park Non VATable with changing rooms/showers	E	20002 9537		0			0.00	
	(iii) Willow Park VATable pitch only	I	20002 9536	Per booking	23	24.74	7.10%	1.64	
	(iv) Willow Park Non VATable pitch only	E	20002 9537		0			0.00	
	Bookings of 10 matches or more booked together, are exempt from VAT (except Coombe Park and Thythorn Hill)				0			0.00	
(h)	Fetes and Galas - Activities for commercial gain				0			0.00	
	i) Use of Ground - per day	E	20002 9552	Per Day	660	706.86	7.10%	46.86	
	ii) Deposit - to be returned in part or whole dependent on condition of ground.	N	62023 9624	Deposit	1,100	1,178.10	7.10%	78.10	
(i)	Fetes and Galas - Community events supportive of Council priorities				0			0.00	
	i) Use of Ground - per day			Per Day	0			0.00	
	ii) Deposit - to be returned in part or whole dependent on condition of ground.	N	62023 9624	Deposit	220	235.62	7.10%	15.62	
					0			0.00	
	Personal trainers and instructors - licence for use of parks	E	20002 9552	12 months	165	176.72	7.10%	11.72	
	Personal trainers and instructors - licence for use of parks	E	20002 9552	1 month	22	23.56	7.10%	1.56	
	<b>NOTES</b>								
	Deposits may be withheld in part or full for any damage caused and / or where the hirer fails to leave the building clean and tidy for the next user and / or where a hirer fails to remove and dispose of waste arising from their hire. An additional charge (over and above the deposit) is levied for the late return / non return of keys.								

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SERVICE DELIVERY COMMITTEE

	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	2023-24 £ (a)	2024-25 £	%age increase	£ increase	Externally Set	Explanation regarding the recommended level of charge
10	<b>ALLOTMENTS</b>									
10.1	<b>RESIDENTS</b> Rent of plot to residents of the Borough - - per square yard from <b>23/24</b>									
	1) Wigston Road	N	20001 9552	Each	0.24	0.26	7.10%	0.02000		Increase by above August CPI of 6.7%
	2) Aylestone Lane	N	20001 9552	Each	0.24	0.26	7.10%	0.02000		Increase by above August CPI of 6.7%
	3) Manchester Gardens - Rectangle	N	20001 9552	Each	0.22	0.24	7.10%	0.02000		Increase by above August CPI of 6.7%
	4) Manchester Gardens - Triangle	N	20001 9552	Each	0.19	0.21	7.10%	0.02000		Increase by above August CPI of 6.7%
	5) Brabazon Road	N	20001 9552	Each	0.22	0.24	7.10%	0.02000		Increase by above August CPI of 6.7%
	<b>NB:</b> Allotment rent year runs from 29 September to 28 September the following year									
10.2	<b>SENIOR CITIZENS</b> 25% reduction on the above charge									
10.3	<b>DEPOSIT - REFUNDABLE</b>	N	20001 9622	Each			#DIV/0!	0.00		
10.4	<b>KEY - REPLACEMENT</b>	I	20001 9362	Each			#DIV/0!	0.00		



	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	2023-24 £ (a)	2024-25 £	%age increase	£ increase	Externally Set	Explanation regarding the recommended level of charge
11	<b>SPECIAL COLLECTION OF HOUSEHOLD REFUSE</b>									
	<b>11.1 COLLECTION OF HOUSEHOLD REFUSE</b>									
	(a) The following non electrical items can be collected :- All Domestic items - house improvement or building work related. Items such as building waste or replaced windows will not be collected. Broken glass must be supplied in a box. Bagged, boxed and tied waste will be classed as individual items. Sheds <u>must</u> be dismantled and each panel classed as an item. Items <u>must</u> be presented in a form that reasonably facilitates loading and satisfies manual handling requirements - failure to do so will result in non-collection and payment refunded for those items not collected. Note - Bags should be strong enough so items do not split when being taken to vehicle. Charges for Garden Tools and Equipment* are :-									
	i) 1 Item	N	20801 9310	Each	25.00	25.00	0.00%	0.00		Not much achieved in this area.
	ii) Each Additional Item	N	20801 9310	Each	5.00	5.00	0.00%	0.00		
	(b) The following electrical items can be collected :- Vacuum Cleaners, Televisions, Fridge, Fridge/Freezer, Coolers, Washing Machines, Tumble Dryers, Dishwashers, Audio Visual Equipment.									<b>Still to be considered.</b>
	Charges for Electrical Items are :-									
	i) 1 Item	N	20801 9310	Each	25.00	25.00	0.00%	0.00		No changes due to very low volumes.
	ii) Each Additional Item	N	20801 9310	Each	5.00	5.00	0.00%	0.00		No changes due to very low volumes.
	The collection of electrical and non-electrical items are two separate services. Free collection for all items above, for those residents receiving :- Housing Benefit, Council Tax Benefit or Disability Benefit, Military Service - Maximum of four items - no more than two separate collections per annum * Garden Tools can be taken to Brocks Hill Environment Centre ( for re-use by volunteers working in the Borough )									
	ii) Contaminated Bins	N		Each	54.00	54.00	0.00%	0.00		
	<b>11.2 GARDEN WASTE COLLECTION SERVICE</b>									
	(a) This charge applies to 1 x 240 litre bin or up to 2 x 140 litre bins (le still applies if there is only 1 x 140 litre bin) This provides a fortnightly collection all year round.	N	20805 9318	Each	50.00	50.00	0.00%	0.00		<b>Still to be considered.</b>
	(b) i) Additional bins: 140Litres	N	20805 9217	Each	25.00	25.00	0.00%	0.00		
	ii) Additional Bins: 240Litres				35.00	35.00	0.00%	0.00		
	* Please see separate terms & conditions for further details									
	c. Intorduction of Bin Swaps	N	20805 9217	Each		30.00	N/A	0.00		
	<b>11.3 RECYCLING COLLECTION SERVICE - ADDITIONAL WHEELIE BIN</b>	N	20802 9217	Each	19.00	19.00	0.00%	0.00		No changes
	Bulky Waste charge	N				40.00				

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	DESCRIPTION OF CHARGE	VAT	GL ACCOUNT CODE	UNIT	2023-24 £ (a)	2024-25 £	%age increase	£ increase	Externally Set	Explanation regarding the recommended level of charge
12	<b>COUNCIL CAR PARKS</b>									
12.1	<b>COUNCIL CAR PARKS</b>									
(a)	Off Street parking		205019500	Each	FREE	FREE	0	£0.00		Still to be considered.
	Parking charge in 30 minute quick shop bays	N		Each	1.00	1.00	0%	£0.00		
	Pay and Display - Town Centre car parks for up to 2 hours	N		Each	3.00	3.00	0%	£0.00		
	Pay and Display - Town Centre car parks for up to 2 - 4 hours	N		Each	4.00	4.00	0%	£0.00		
	Pay and Display - Town Centre car parks for over 4 hours	N		Each	4.00	4.00	0%	£0.00		
	Pay and Display - Leisure Centre Car Parks 2 hours	N		Each	1.00	1.00	0%	£0.00		
	Pay and Display - Leisure sites Car Parks for up to 4 hours	N		Each	2.00	2.00	0%	£0.00		
	Pay and Display - Leisure sites Car Parks over 4 hours	N		Each	4.00	4.00	0%	£0.00		
	Annual Parking Permit for all council car parks - Borough residents	N		Each	75.00	75.00	0%	£0.00		
	Annual Parking Permit for all council car parks - Non residents	N		Each	150.00	150.00	0%	£0.00		
	Annual permit for all town centre car parks only - Borough Residents	N		Each	50.00	50.00	0%	£0.00		
	Annual permit for all town centre car parks only - non residents	N		Each	100.00	100.00	0%	£0.00		
	Annual Parking permit for Oadby town centre car parks only - Borough residents	N		Each	25.00	25.00	0%	£0.00		
	Annual Parking permit for Oadby town centre car parks only - Non residents	N		Each	50.00	50.00	0%	£0.00		
	Annual Parking permit for Wigston & South Wigston town centre car parks only - Borough residents	N		Each	25.00	25.00	0%	£0.00		
	Annual Parking permit for Wigston & South Wigston town centre car parks only - Non residents	N		Each	50.00	50.00	0%	£0.00		
	Annual Parking permit for Leisure sites car parks only - Borough residents	N		Each	25.00	25.00	0%	£0.00		
	Annual Parking permit for Leisure sites car parks only - Non residents	N		Each	50.00	50.00	0%	£0.00		
	Annual Parking permit Countesthorpe Road Car park only - Monday to Friday before 9.30am and 2.30pm to 4.00pm term time only - Borough residents and non residents	N		Each	10.00	10.00	0%	£0.00		
	6 month parking permit for all council car parks - Borough residents	N		Each	37.50	37.50	0%	£0.00		
	6 month parking permit for all council car parks - Non residents	N		Each	75.00	75.00	0%	£0.00		
	6 month parking permit for Oadby town centre car parks only - Borough residents	N		Each	12.50	12.50	0%	£0.00		
	6 month parking permit for Oadby town centre car parks only - Non residents	N		Each	25.00	25.00	0%	£0.00		
	6 month parking permit for Wigston & South Wigston town centre car parks only - Borough residents	N		Each	12.50	12.50	0%	£0.00		
	6 month parking permit for Wigston & South Wigston town centre car parks only - Non residents	N		Each	25.00	25.00	0%	£0.00		
	6 month parking permit for Leisure sites car parks only - Borough residents	N		Each	12.50	12.50	0%	£0.00		
	6 month parking permit for Leisure sites car parks only - Non residents	N		Each	25.00	25.00	0%	£0.00		
	Second permit charge	N								
12.2	<b>CLEANSING OF PRIVATELY OWNED PARKING AREAS</b>									
(a)	Cleaning of Slabbed and Block Paved Areas									
i)	Up to 20 sq. metres (subject to availability and site inspection for suitability)	N	20701 9200	Each			#DIV/0!			
ii)	Greater than 20 sq. metres	N	20701 9200	Each			#DIV/0!			
(b)	Cleaning of Car Parks and other areas	N	20701 9200	Each			#DIV/0!			
(c)	Mowing of Large Private Grassed Areas	N	20701 9200	Each			#DIV/0!			
	POA = Price on Application									
12.3	<b>RELOCATION OF STREET NAME PLATES</b>									
(a)	At the request of resident and subject to agreement at the discretion of the Council									
i)	Wall mounted name plates	N	20601 2013	Each			#DIV/0!			
ii)	Frame mounted name plates	N	20601 2013	Each			#DIV/0!			

**VAT Key**

- I Inclusive of VAT
- E Exempt from VAT
- N Non Business Activity
- Z Zero-rated VAT

OADBY AND WIGSTON BOROUGH COUNCIL CAPITAL PROGRAMME

Project Code Reference	Scheme	Budget Holder	Responsible Person	2023/24				2024/25	2025/26	2026/27	2027/28	Grant & S106	Capital Receipts	Major Repairs Reserve	Leasing or Borrowing	Comments
				2023-24 Revised Budget	Forecast Outturn to End of Year	Carry Forward to 24/25	In Year Savings	Preliminary	Indicative	Indicative	Indicative					
				£	£	£	£	£	£	£	£					
<b>Housing Revenue Account</b>																
50003	Central Heating	Chris Eyre	Darren Bates	250,000	250,000								250,000		Finalising the boiler replacement programme for 2023-24 with 80 - 100 properties remaining.	
50016	Decent Homes Work	Chris Eyre	Darren Bates	830,482	250,000	(580,482)		1,580,482					1,830,482		Expect to spend in full.	
50017	Major Adaptations	Chris Eyre	Darren Bates	200,000	200,000								200,000		Budget will be spent or committed by year end.	
50019	Fire Safety	Chris Eyre	Darren Bates	250,000	250,000								250,000		Expect to spend in full.	
50028	New Housing Initiatives	Chris Eyre	Chris Eyre	2,423,225	0	(2,423,225)		2,423,225				969,290	181,756	1,272,179	Unlikely to commence works this financial year.	
50047	Housing Block Improvements	Chris Eyre	Darren Bates	450,000	450,000								450,000		This might be suspended until the end of April due to not wanting to cut off electricity during the winter months we're just awaiting final confirmation. Discussions with contractors is ongoing.	
50049	Horsewell Lane housing development, Modular Build	Chris Eyre	Chris Eyre	20,000	20,000								20,000		Consultancy costs, survey works.	
	Decarbonisation of Housing Stock	Chris Eyre	Chris Eyre	791,295	791,295			802,348					579,501	1,014,142	£277K of grant funding received for 23/24. £277K of allocated Council funding required to match this. Uncertain what exact spend will be in-year.	
	Stock Condition Survey	Chris Eyre	Darren Bates	100,000	100,000								100,000		We will use this to drive the capital programme going forward. This is going out to contractors so they can submit their expression of interest.	
<b>Total - HRA</b>				<b>5,315,002</b>	<b>2,311,295</b>	<b>(3,003,707)</b>	<b>0</b>	<b>4,806,055</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,548,791</b>	<b>4,296,380</b>	<b>1,272,179</b>	
<b>General Fund - Service Delivery</b>																
52092	Oadby Pool Housing Project	Adrian Thorpe	Adrian Thorpe	36,000	36,000										36,000	Awaiting final pre-planning report to determine course of action with respect to site.
54010	Play Area Refurbishments	David Gill	Stuart Marbrook	8,400	8,400										8,400	WIP - work may start in autumn/winter. Costs highly likely to rise.
54017	Xmas Decoration Infrastructure	Adrian Thorpe	Mark Hyniw	7,500	7,500			7,500	7,500	7,500			30,000		7,500	Expect to spend in-year.
54114	Car Park Resurfacing	David Gill	Stuart Marbrook	21,976	21,976										21,976	Originally planned for Bushloe - may be earmarked for other parks, East str, Brocks Hill & parklands WIP - expect to spend entire budget. Autumn/winter start.
54133	Replacement RVG	David Gill	Brian Kew	212,560	212,560										212,560	Refuse vehicle now received and in service
54147	Recycling Wheelie Bins	David Gill	Brian Kew	0	13,216										13,216	Impossible to predict costs but most likely to increase.
54151	Air Monitoring Equipment	David Gill	Jon Wells	5,600	5,600										5,600	Nearly complete
54154	Kilby Bridge Canal & Towpath	Adrian Thorpe	Ed Morgan	12,372	12,372										12,372	Residual costs. Project now complete
54160	Peace Memorial Park Bowls Green- replace steps to bowling green	David Gill	Stuart Marbrook	5,000	2,385										2,385	Completed in May 23
54162	Vehicle Refurbishment	David Gill	Brian Kew/Mark Weststamp	369,163	320,000	(49,163)		449,163	400,000	400,000			1,649,163	320,000	Order placed. Long lead time on vehicles, so delivery expected in the current FY, about December time. £50k per vehicle for refurbishment - hopefully to start in Nov.	
54164	3.5 Tonne Box Lorry	David Gill	Brian Kew	72,708	72,708										72,708	Waiting for delivery about Jan time.
54165	3.5 Tonne Drop side Van	David Gill	Brian Kew	47,777	47,777										47,777	To be procured in year.
54166	Two Small Vans	David Gill	Brian Kew	35,791	35,791										35,791	Housing van already delivered and for clinical waste van expected at the Depot week beginning 16/10. GRN'd already.
54167	23/24 Refuse Vehicles	David Gill	Brian Kew	214,104	214,104										214,104	Refuse vehicle now received and in service
54566	Brocks Hill Additional Play Equipment	David Gill	Stuart Marbrook	82,000	82,000										82,000	Work has gone to tender. Prices are back. Actual spend likely by end of calendar year.
54576	Repairs to play area surface various play areas	David Gill	Stuart Marbrook	12,730	12,730										12,730	Still in development for autumn/winter. To estimate costs due to damage in the various play areas.
54578	Town Centre W-Fi	Adrian Thorpe	Mark Hyniw	23,752	23,752		(100,000)								23,752	Projected expected to complete in year.
54581	Wigston Town Centre Car Parks	Adrian Thorpe	Adrian Thorpe	100,000	0										0	Match funding to levelling up fund bid submitted 2nd August 2022. Outcome of bid not successful.
54582	Blaby Road Pavilion Sewage Pumping System	David Gill	Don Rudd	5,500	4,212										4,212	Installation completed
54585	Wigston Cemetery - entrance drive resurfacing and disabled parking	David Gill	Stuart Marbrook	12,000	12,000										12,000	Costs to be reconciled and the forecast remains to budget.
54586	Repairs to Roll of Honour (All Saints Churchyard)	David Gill	Stuart Marbrook	5,000	5,000										5,000	WIP - likely to be underbudget.
54587	Flood's Lane	David Gill	Stuart Marbrook	20,000	20,000										20,000	£17,250 estimate / quotation for the work to be done. Work commenced week beginning 16/01/23
56003	Customer Services	Trish Hatton	Rachael Maidment	0	(146)										(146)	Cancelled PO
56010	IT Replacement Programme	Bev Bull	Ben Wilson	0	(78)										(78)	Complete. Transferred to Brocks Hill. Cancelled PO.
56055	Document Management System Software	Trish Hatton	Ben Wilson	6,454	3,000	(3,454)		3,454					3,454		3,000	Some minor spend expected
56068	Upgrade Uniform Database	Adrian Thorpe	Jon Wells	0	6,550										6,550	Additional upgrade costs for Uniform system
56069	Licensing Software Review Computer Software	David Gill	Jon Wells	0	7,808										7,808	Staffing costs for Uniform system upgrade work.
56072	South Wigston Shop Fronts	Adrian Thorpe	Mark Hyniw	6,100	15,417										15,417	Castledine Motorbikes shop front replacement after car accident - S106 money.
56083	New Council Offices	Bev Bull	Deborah Proctor	552,596	924,596										924,596	£28K supplementary for Cafe. £35.2K transferred from obsolete IT projects.
56085	Oadby Depot Refurbishment	David Gill	Don Rudd	4,552	4,552										4,552	Costs have been coded directly to the different areas affected e.g. IT, Furniture, Depot. So need to reconcile the costs and compare to budget. To be done by end of Q2.
56086	Laptop Renewal	Bev Bull	Ben Wilson	6,710	5,000				75,000	75,000			150,000		5,000	Will need Laptops on a 3 year cycle. BV to make a large bid for 24/25 instead of off budget amount year by year.
	Capital Maintenance Brocks Hill	David Gill	Stuart Marbrook	10,000	10,000				10,000	10,000			40,000		10,000	Additional minor works for Brocks Hill
	Replacement of Grounds Maintenance Dennis bowling green mower	David Gill	Brian Kew	6,000	0	(6,000)							6,000		0	TBD
	Replacement of Grounds Maintenance Vehicle FE09 XOT	David Gill	Brian Kew	30,000	30,000										30,000	Initial plan was to replace dual-purpose vehicle estimated at 55K, however Grounds maintenance team still to make a decision
	Replacement of Grounds Maintenance Vehicle FG12 M/VN	David Gill	Brian Kew	33,000	33,000										33,000	Now delivered.
	Invest to Save	Bev Bull	Ben Wilson	300,000	65,000	(235,000)		235,000					300,000		0	£50K for transformation/improvement team. £12K for licensing service transformation, £3k for Outcome-Based Budgeting
	Website accessibility	Trish Hatton	Robert Helliwel	5,000	5,000										5,000	Working to make our website more accessible and easier to navigate. Should be complete this year.
	Finance System Upgrade	Bev Bull	Deborah Proctor	80,000	0	(80,000)		80,000					80,000		0	On hold till Dec '23, so unlikely to spend this year.
	New Internal Website	Trish Hatton	Robert Helliwel	10,000	0		(10,000)								0	Project Cancelled
	New Facility at Uplands Park	David Gill	Stuart Marbrook	145,000	0	(145,000)		145,000					145,000		0	Slip to 24/25
	Cricket Nets at Uplands Park	David Gill	Stuart Marbrook	40,000	0	(40,000)		40,000					40,000		0	Slip to 24/25
	Football Goals	David Gill	Stuart Marbrook	7,221	0	(7,221)		7,221					7,221		0	Slip to 24/25
	Pitch Improvement Equipment	David Gill	Stuart Marbrook	30,000	0	(30,000)		30,000					30,000		0	Slip to 24/25
	Skatepark and Parkour or BMX facilities	David Gill	Stuart Marbrook	220,000	0	(220,000)		220,000					220,000		0	Slip to 24/25
	Residue of reassigned sports budgets held as hedge against cost inflation.	David Gill	Stuart Marbrook	52,779	0	(52,779)		52,779					52,779		0	Slip to 24/25
	Multi use basketball / football court at Freer Park, Carlton Drive, Wigston	David Gill	Stuart Marbrook	35,000	35,000										35,000	TBD
	Tree Works - All Saints and St Wistans Churchyards	David Gill	Stuart Marbrook	15,000	15,000										15,000	Still to be commenced - hopefully during winter.
	Depot Health & Safety Works	David Gill	Zach Bradford	20,000	20,000										20,000	TBD
<b>Total - Policy, Finance and Development</b>				<b>2,935,345</b>	<b>2,349,782</b>	<b>(868,617)</b>	<b>(110,000)</b>	<b>1,286,117</b>	<b>492,500</b>	<b>492,500</b>	<b>417,500</b>	<b>495,000</b>	<b>2,258,617</b>	<b>0</b>	<b>2,284,782</b>	
<b>PLANNED EXPENDITURE GRAND TOTAL</b>				<b>8,250,347</b>	<b>4,661,077</b>	<b>(3,872,324)</b>	<b>(110,000)</b>	<b>6,092,172</b>	<b>492,500</b>	<b>492,500</b>	<b>417,500</b>	<b>495,000</b>	<b>3,807,408</b>	<b>4,296,380</b>	<b>3,556,961</b>	

# Appendix 7

Analysis of HRA budget movement 2023/24 to 2024/25

Appendix 7

		£'000
<b>Funding:</b>		
	This increase is based on the anticipation that the maximum increase of CPI + 1% (7.7%) will be applied for 2024-25 to rents, service charges and garage rents.	
Rental Income		-414
		<b>-414</b>
<b>Cost pressures:</b>		
Staffing	Increase in costs following recent pay award and assumed 4% inflationary increase for next year.	17
Repairs & Maintenance	Inflationary increase to general repairs & maintenance and gas service repair contract due to increases in contractor costs.	55
Computer Software	This is due to inflationary linked increases to our annual licences and maintenance of our Housing IT system as per our contract.	14
Electricity	Inflationary linked increase.	4
Recharge from General Fund	For services carried out for Housing by the Council.	35
Estate Management	Reduction in income from our P.C.N. site following changes in legislation capping how much is paid.	12
Interest Paid on Loans	To reflect increases in interest rates.	33
		<b>170</b>
<b>Savings:</b>		
Provision for Bad Debts	Updated to reflect a reduction in our bad debts following recent write offs.	-40
Sheltered Heating Schemes	Net reduction in the cost of gas for our sheltered schemes following a reduction in our gas contract.	-79
HRA Salary Capitalisation	Capitalisation of salary for HRA capital work.	-70
Interest Received	Increase in interest received on balances.	-40
Other supplies and services	Reduction in overtime, travel expenses and subscriptions.	-12
		<b>-241</b>
<b>Total</b>		<b>-485</b>



<b>Full Council</b>	<b>Tuesday, 12 December 2023</b>	<b>Matter for Information and Decision</b>
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**Report Title:** **Review of Minimum Revenue Provision (MRP)**

**Report Author(s):** **Bev Bull (Head of Finance / Acting Chief Finance Officer - S151)**

<b>Purpose of Report:</b>	<p>The purpose of the report is to provide an update on the review of the Council’s MRP Policy and to propose a change in the MRP methodology.</p> <p>The report also presents a revised MRP Policy for approval to allow for the change in methodology to be implemented.</p>
<b>Report Summary:</b>	<p>The report presents the results of a MRP Policy review and makes a recommendation for a change in the MRP Policy which remains prudent and in accordance with Statutory Guidance but also provides a saving to reduce the budget overspend in 23/24 and supports reducing the budget gap for 24/25 and beyond.</p>
<b>Recommendation(s):</b>	<p><b>That the Council:</b></p> <ol style="list-style-type: none"> <li><b>1.</b> Approve the change in MRP methodology; and</li> <li><b>2.</b> Approve the revised MRP Policy to enable the change in methodology to be implemented.</li> </ol>
<b>Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):</b>	<p>Sal Khan (Interim Strategic Director) (0116) 257 2690 <a href="mailto:sal.khan@oadby-wigston.gov.uk">sal.khan@oadby-wigston.gov.uk</a></p> <p>Bev Bull (Head of Finance / Acting Chief Finance Officer - S151) (0116) 257 2649 <a href="mailto:bev.bull@oadby-wigston.gov.uk">bev.bull@oadby-wigston.gov.uk</a></p>
<b>Corporate Objectives:</b>	Providing Excellent Services (CO3)
<b>Vision and Values:</b>	"Our Borough - The Place To Be" (Vision) Resourceful & Resilient (V4)
<b>Report Implications:-</b>	
Legal:	There are no implications directly 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) Effective Utilisation of Assets / Buildings (CR5)
Equalities and Equalities Assessment (EA):	There are no implications directly 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.

<b>Statutory Officers' Comments:-</b>	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	As the author, the report is satisfactory.
Monitoring Officer:	The report is satisfactory.
<b>Consultees:</b>	None
<b>Background Papers:</b>	DLUHC Statutory Guidance on Minimum Revenue Provision
<b>Appendices:</b>	<ol style="list-style-type: none"> <li>1. Comparison on MRP Methods</li> <li>2. Minimum Revenue Provision Statement 2023/24 (Revised November 2023)</li> </ol>

## **1. Background**

- 1.1 The Minimum Revenue Provision (MRP) is the means by which capital expenditure which is financed by borrowing is paid for by the revenue account. Local Authorities are required each year to set aside some of their revenues as provision for repayment of this debt. This means both external and "internal" debt. The method for determining the amount to be set aside is determined by the MRP Policy.
- 1.2 The requirements to make MRP and to have an MRP policy is to comply with the Statutory Guidance on Minimum Revenue Provision issued by the Secretary of State under the Local Government Act 2003.
- 1.3 The Guidance states that Local authorities can vary the methodologies that they use to make prudent provision during the year. If they do so they should present a revised MRP Policy to the next full Council or equivalent.

## **2. MRP Approach**

- 2.1 The Council's borrowing is split into "Supported borrowing" which is pre 2008 debt and "Unsupported Borrowing" which is post 2008 debt. The methodology for MRP on the "supported borrowing is at a rate of 2% (over 50 years), reducing balance. No change is proposed to the method for "Supported" borrowing.
- 2.2 The Council currently uses an Asset Life method which is based on a weighted average asset life, which is currently 32 years and based on an equal instalment method for "Unsupported Borrowing". An alternative to this approach is to move from the equal instalment method to an annuity method. Using an annuity method results in lower charges in earlier years with the charge increasing year on year and higher charges in later years. Over the asset life the total charge under both equal instalment and annuity methods remains the same.
- 2.3 In cash terms the equal instalment method gives an equal charge and the annuity method an increasing charge. If the time value of money is taken into account, where the principle is that having £1 now is worth more than a £1 in the future, the equal instalment method is actually higher in the early years and reducing year on year meaning today's Council Tax payers are subsidising future generations by effectively paying more. Whereas taking into account the time value of money on the annuity method, the charge is equal over the years and today's Council Tax payer are effectively paying the same as future generations who are all equally gaining from the use of the assets, it can therefore be deemed a fairer and more prudent approach.

- 2.4 A comparison of the year-by-year charge under both the equal instalment method and the annuity method is set out in Appendix 1. Moving to an annuity method generates £280k saving in 2023/24 and £270k in 2024/25, with the saving reducing year on year until in 19 years' time the costs would start to increase above the equal instalment method cost.
- 2.5 The annuity approach is used by many authorities and has been accepted as an appropriate and robust basis. The change has been initially discussed with the External Auditors who agreed with the change in principle, pending reviewing the detailed workings and revised policy.
- 2.6 The recommendation is therefore to move to the annuity method, noting it is more prudent for the taxpayers and delivers a substantial savings in the current and future years. Recognising that charges will increase year on year and in later years the charges will be higher than equal instalment method, but noting funding should also be increasing by inflation to reduce the impact of this. The revised MRP policy is included at Appendix 2.

# Appendix 1

## Comparison on MRP Methods

## Appendix 1

		MRP Equal Instalment (Current) Method	MRP Annuity (Proposed New) Method	(Saving)/pressure
2023/24	Year 1	502,019	222,083	- 279,935.67
2024/25	Year 2	501,003	230,660	- 270,343.09
2025/26	Year 3	500,007	239,794	- 260,213.32
2026/27	Year 4	499,032	249,516	- 249,516.29
2027/28	Year 5	498,076	259,856	- 238,220.23
2028/29	Year 6	497,139	270,848	- 226,291.58
2029/30	Year 7	496,221	282,526	- 213,694.93
2030/31	Year 8	495,321	294,928	- 200,392.87
2031/32	Year 9	494,439	308,093	- 186,345.89
2032/33	Year 10	493,575	322,063	- 171,512.28
2033/34	Year 11	492,728	336,880	- 155,847.99
2034/35	Year 12	491,898	352,592	- 139,306.49
2035/36	Year 13	491,085	369,246	- 121,838.68
2036/37	Year 14	490,288	386,895	- 103,392.67
2037/38	Year 15	489,507	405,593	- 83,913.68
2038/39	Year 16	488,741	425,398	- 63,343.86
2039/40	Year 17	487,991	446,369	- 41,622.14
2040/41	Year 18	487,256	468,572	- 18,684.00
2041/42	Year 19	486,536	492,074	5,538.67
2042/43	Year 20	485,829	516,947	31,117.82
2043/44	Year 21	485,137	543,267	58,129.39
2044/45	Year 22	484,459	571,113	86,653.62
2045/46	Year 23	483,795	600,570	116,775.20
2046/47	Year 24	483,144	631,727	148,583.59
2047/48	Year 25	482,505	664,679	182,173.25
2048/49	Year 26	481,880	699,524	217,643.93
2049/50	Year 27	481,267	736,368	255,100.97
2050/51	Year 28	480,666	775,322	294,655.60
2051/52	Year 29	480,078	816,503	336,425.30
2052/53	Year 30	479,501	860,035	380,534.09
2053/54	Year 31	478,935	906,048	427,112.98
2054/55	Year 32	470,710	954,681	483,971.23
2055/56	Year 33	26,606	26,606	-
<b>Total</b>		<b>15,667,376</b>	<b>15,667,376</b>	<b>0</b>

NPV 3.5%	£9,372,983.05	£8,126,619.65
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Lowest NPV Cost = best option



## **Appendix 2**

### **Minimum Revenue Provision Statement 2023/24 (Revised November 2023)**

#### **Annual Minimum Revenue Provision Statement 2023/24**

An underpinning principle of the local authority financial system is that all capital expenditure must be financed either from capital receipts, capital grants (or other contributions), by debt or eventually from revenue.

Where the Authority finances capital expenditure by debt, it must put aside resources to repay that debt in later years. The amount charged to the revenue budget for the capital expenditure is known as "Minimum Revenue Provision" (MRP), although there has been no statutory minimum since 2008. The Local Government Act 2003 requires the Authority to have regard to the former Ministry of Housing, Communities and Local Government's Guidance on Minimum Revenue Provision (the MRP Guidance) most recently issued in 2018.

The broad aim of the MRP Guidance is to ensure a prudent provision is made from revenue over time to cover the total amount of capital expenditure needed to be met from revenue. A prudent provision is where the period over which MRP is charged is aligned to the period over which the capital expenditure provides benefits.

The MRP Guidance requires the Council to approve an Annual MRP Statement each year and recommends a number of options for calculating a prudent amount of MRP. However, the Guidance gives flexibility in how MRP is calculated, providing the calculation is 'prudent'. The following Statement incorporates options recommended in the Guidance.

#### **Minimum Revenue Provision Policy**

- For capital expenditure incurred before 1st April 2008, and for supported capital expenditure incurred on or after that date, MRP is calculated using the Capital Financing Requirement (CFR) method.

The CFR method calculates MRP as 2% of the non-housing CFR at the end of the preceding financial year (2% of the capital expenditure funded by supported borrowing).

- For unsupported capital expenditure incurred after 31st March 2008, MRP is calculated using the Weighted Average Asset Life method.

The Weighted Average Asset Life method requires that the MRP for non-supported debt be calculated by dividing the non-supported CFR by a weighted average of the expected lifetime of the Council's assets on an annuity instalment basis. The annuity rate applied will be the PWLB rate for the weighted average assets life at the date the policy is approved. In the case of Oadby and Wigston, the weighted average asset life is currently 32 years.

This approach gives a robust basis and has been recognised as appropriate by the external auditors in a number of authorities in the past. It also allows for borrowing which is not directly linked to a particular asset. Treasury management procedures mean that the cheapest course of action to fund expenditure is to use the Council's uncommitted cash balances before borrowing externally, due to the returns on cash deposits being lower than borrowing rates. This means that we may be able to delay borrowing whilst we use our own cash, hence when we do decide to borrow this is not always directly attributable to a specific asset, it may in fact fund a number of assets or capital enhancements to existing assets.

Capital expenditure funded by prudential borrowing in year will not be subject to a MRP charge until the following year or the year after the asset becomes operational if that is beyond the following year.

### **HRA**

No MRP will be charged in respect of assets held within the Housing Revenue Account.

This is due to:

- There is no statutory requirement to make a MRP in the HRA;
- Repayment of HRA debt began in March 2020; and
- Resources were required in the early years of the HRA business plan to fund the demands of the asset management strategy.

It is planned in the short term that HRA external debt will be replaced with short term borrowing, in order to minimise the costs of servicing the debt. However, from 2025/26 onwards, it will be necessary to take on new long-term borrowing, in order to maintain the proportion of short-term borrowing to gross debt below 50%.



<b>Full Council</b>	<b>Tuesday, 12 December 2023</b>	<b>Matter for Information and Decision</b>
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**Report Title:** **Protected Characteristics for Care Leavers**

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

<b>Purpose of Report:</b>	This report puts forward a proposal that individuals with care experience are treated as if it were a Protected Characteristic under the Equality Act 2010. The Government have not yet made this a legal requirement but that does not prevent the Council adopting this.
<b>Report Summary:</b>	The report sets out the growing momentum nationally across Local Authorities and other organisations to make care leavers a Protected Characteristic within their policies to seek to redress inequalities faced by care experienced young people.
<b>Recommendation(s):</b>	<b>That Members agree to Care Leavers/Care Experience being treated by the council as a Protected Characteristic.</b>
<b>Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):</b>	<p>Anne Court (Chief Executive / Head of Paid Service) 0116 257 2602 <a href="mailto:Anne.Court1@oadby-wigston.gov.uk">Anne.Court1@oadby-wigston.gov.uk</a></p> <p>Adrian Thorpe (Head of the Built Environment) (0116) 257 2645 <a href="mailto:Adrian.Thorpe@oadby-wigston.gov.uk">Adrian.Thorpe@oadby-wigston.gov.uk</a></p> <p>Chris Eyre (Housing Manager) (0116) 257 2726 <a href="mailto:Chris.Eyre@oadby-wigston.gov.uk">Chris.Eyre@oadby-wigston.gov.uk</a></p> <p>Louise Taylor (Housing Options Manager) (0116) 257 2735 <a href="mailto:Louise.Taylor@oadby-wigston.gov.uk">Louise.Taylor@oadby-wigston.gov.uk</a></p>
<b>Strategic Objectives:</b>	Our Council (SO1) Our Communities (SO2)
<b>Vision and Values:</b>	"Our Borough – the Place to be" (Vision) Customer & Community Focused (V1)
<b>Report Implications:-</b>	
Legal:	The implications are as set out at section 5 of this report.
Financial:	There are no implications arising from this report.
Corporate Risk Management:	No corporate risk(s) identified.
Equalities and Equalities Assessment (EA):	The implications are as set out throughout the report No EA needed - Impacts are positive.

Human Rights:	There are no implications arising from this report
Health and Safety:	There are no implications arising from this report.
<b>Statutory Officers' Comments:-</b>	
Head of Paid Service:	As the author, the report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
<b>Consultees:</b>	None.
<b>Background Papers:</b>	None.
<b>Appendices:</b>	None

## 1. Background

The independent review of children's social care led by Josh MacAllister, published a final report and recommendations in May 2022 that included: *"Government should make care experience a protected characteristic"* and *"New legislation should be passed which broadens corporate parenting responsibilities across a wider set of public bodies and organisations."* On Protected Characteristics for Care Experience, it included *"Many care experienced people face discrimination, stigma, and prejudice in their day to day lives. Public perceptions of care experience centre on the idea that children are irredeemably damaged and that can lead to discrimination and assumptions being made."* It went on to say, *"Making care experience a protected characteristic would provide greater authority to employers, businesses, public services and policy makers to put in place policies and programmes which promote better outcomes for care experienced people."*

The importance of the approach has been identified by the Children's Commissioner who in June 2023 commenced their own engagement for care experienced people to feed in as to whether they believe the proposal it would make a difference to their lives. In October 2023 "Leicestershire Cares" reported the findings of their survey undertaken as part of the Joining Up Joining In project funded from the Blgrave Trust to gather the views of care experienced young people and professionals in Leicester and Leicestershire on whether care experience should be a protected characteristic. The report concluded from the survey findings that care experienced people in Leicester, Leicestershire and Rutland do not want to be stigmatised as *"it is not the persons fault that they ended up in care. They have likely overcome many challenges, and more than the average person and so should be protected."*

As at October 2023, 57 councils have already agreed to treat care leavers as a protected characteristic.

## 2. Care Leavers in the Borough of Oadby & Wigston

Oadby & Wigston Borough Council takes its corporate parenting responsibilities seriously and in 2019 signed up to the looked after children and Care Leavers commitment and promise along with other councils/partners across Leicestershire. The behaviours expected from all partners making this commitment are: -

- We will support you.

- We will respect your identify.
- We will listen to you.
- We believe in you.
- We will find you a place you can call home.
- We will inform you.
- We will be a lifelong champion.

This council's local promise to fulfil this commitment is on the website.

In summary this sets out how this council will support Care Leavers in terms of accommodation needs, tenancy support, health & wellbeing, volunteering opportunities and mental health services.

The positive approach to our promise has seen approximately 20 Care Leavers being provided with temporary/permanent accommodation in the past 2 years. Currently there are 16 housing applications live as priority banding for being a Care Leaver.

In addition, a "Leicestershire Care Leavers Protocol "is just being finalised which will set out a joint working approach between Leicestershire County Council, Children and Family Services, the 7 district/borough councils and partner agencies working with Care Leavers.

### **3. Relevant Considerations**

Care experienced people often face discrimination and stigma across housing, health, education, relationships, employment and in the criminal justice system.

The Public Sector Equality Duty requires public bodies, such as councils, to eliminate unlawful discrimination, harassment, and victimisation of people with protected characteristics. It is for these reasons that it is proposed that Oadby & Wigston Borough Council joins the 57 Local Authorities who have already done so and adopts the policy of treating care leavers as a protected characteristic.

### **4. Impact of this Decision**

When making any decisions in relation to its policies or formulating its plans that this Council recognises that care experienced people are a vulnerable group who face discrimination.

The Council recognises that councils have a duty to put the needs of vulnerable people at the heart of decision-making through co-production and collaboration.

The Council will treat care experience as if it were a Protected Characteristic so that future services and policies made and adopted by the Council should be assessed through Equality Impact Assessments to determine the impact of changes on people with care experience, alongside those who formally share a protected characteristic.

### **5. Legal Considerations**

The Equality Act 2010 is intended to eliminate discrimination and specifically references nine protected characteristics for that purpose, including (but not limited to) age, disability, race and religion.

The Children and Social Work Act 2017 addresses the corporate parent principles and the duties of the local authority, in addition to the related duties under The Children Act 1989. Acknowledging a personal characteristic, such as care experience, as being akin to a protected characteristic furthers the principles of the Equality Act in the absence of legislative change and the addition of a further protected characteristic.

The proposal contained in this report should be reviewed in the event that legislation is introduced to add care experience as a tenth protected characteristic to the Equality Act 2010.



<b>Full Council</b>	<b>Tuesday, 12 December 2023</b>	<b>Matter for Information and Decision</b>
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**Report Title:** **Appointment of Member Representative to Outside Body**

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

<b>Purpose of Report:</b>	To appoint a single Member representative to represent Oadby and Wigston Borough Council ("the Council") on the Outside Body known as the Plastic Free Oadby Steering Group ("the Steering Group")
<b>Report Summary:</b>	The former Member representative, Councillor Rupa Joshi, resigned in October 2023. The appointment of another Member representative will allow the Council, as an important stakeholder within the Borough, and its interests to continue to be represented and to support the efforts of the Steering Group.
<b>Recommendation(s):</b>	<b>That Council resolves to appoint a single Member representative to the Outside Body known as the Plastic Free Oadby Steering Group with immediate effect.</b>
<b>Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):</b>	David Gill (Head of Law & Democracy / Monitoring Officer) (0116) 257 2626 <a href="mailto:david.gill@oadby-wigston.gov.uk">david.gill@oadby-wigston.gov.uk</a>  Samuel Ball (Legal & Democratic Services Manager / Deputy Monitoring Officer) (0116) 257 2643 <a href="mailto:samuel.ball@oadby-wigston.gov.uk">samuel.ball@oadby-wigston.gov.uk</a>
<b>Strategic Objectives:</b>	Our Communities (SO2) Our Partners (SO5)
<b>Vision and Values:</b>	"Our Borough - The Place To Be" (Vision) Customer & Community Focused (V1) Collaborative & Creative (V3)
<b>Report Implications:</b>	
Legal:	There are no implications arising from this report.
Financial:	There are no implications arising from this report.
Corporate Risk Management:	No corporate risk(s) identified.
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable.
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.

<b>Statutory Officers' Comments:-</b>	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	The report is satisfactory.
<b>Consultees:</b>	Councillor S Z Haq (Liberal Democrat Group Leader) Councillor L M Broadley (Liberal Democrat Group Chair/Secretary) Councillor P Joshi (Conservative Group Leader) Councillor H E Darling (Conservative Group Deputy Leader) Councillor C S Gore (Conservative Group Secretary)
<b>Background Papers:</b>	None.
<b>Appendices:</b>	None.

## **1. Background**

- 1.1 In accordance with the Council's Constitution, the appointment of representatives to Outside Bodies - external organisations which have invited the Council to nominate representatives to serve on its governing and/or management body - is a function reserved to Full Council.

## **2. Information**

- 2.1 'Plastic Free Oadby' is a localised campaign led by a Steering Group and adopts the 'Plastic Free Communities Scheme' spearheaded by the 'Surfers Against Sewage' (SAS) a national charity based in Cornwall. The Steering Group works with local organisations, businesses and individuals in reducing plastic waste and achieve a "Plastic Free Community" accreditation.
- 2.2 The former Member representative, Councillor Rupa Joshi, resigned her appointment to the Steering Group effective as of 5 October 2023. The appointment of another Member representative will allow the Council, as an important stakeholder within the Borough, and its interests to continue to be represented and to support the efforts of the Steering Group.

## **3. Nominations**

- 3.1 Any nominated appointees to serve on Steering Group following consultation with each of the political party groups' leaders, chairs and/or secretaries will be proposed at the meeting itself.
- 3.2 Where a nominated appointee is proposed from each respective political group, Council must resolve which nominee is to be appointed to the Outside Body accordingly.



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