



**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, 16 April 2024, 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  
**08 April 2024**

**Anne E Court**  
Chief Executive



**Meeting ID:** 2614

**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/18776-Full-Council>



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

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

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



oadby-wigston.gov.uk



OadbyWigstonBC



@Oadby\_Wigston

## **1. Calling to Order of the Meeting**

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

## **2. Apologies for Absence**

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

## **3. Declarations of Interest**

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

## **4. Minutes of the Previous Meeting**

**4 - 11**

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

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

There was no Action List arising from the previous meeting.

## **6. Motions on Notice**

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

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

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

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

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

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

**12 - 15**

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

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

## **10. Appointment of Chief Finance Officer / Section 151 Officer**

**16 - 18**

Report of the Chief Executive / Head of Paid Service

## **11. OFLOG Self-Assessment Against the Best Value Standards**

**19 - 36**

Report of the Interim Strategic Director

## **12. Scheme of Members' Allowances (2024/25)**

**37 - 46**

Report of the Head of Law & Democracy / Monitoring Officer

## **13. Draft Schedule of Council and Allied Meetings (2024/25)**

**47 - 69**

### **Full Council**

Tuesday, 16 April 2024, 7.00 pm

*Printed and published by Democratic Services, Oadby  
and Wigston Borough Council, Brocks Hill Council  
Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ*

Report of the Senior Democratic & Electoral Services Officer

**14. Amendment to Matters Reserved to Development Control Committee 70 - 72**

Report of the Head of Law & Democracy / Monitoring Officer

**15. 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.

**16. Land at Horsewell Lane, Wigston (Exempt) 73 - 111**

Exempt Report of the Head of Built Environment

**Access all available public meeting information, documents and live broadcasts on:**



Our **website** at **oadby-wigston.gov.uk/meetings**



Our **Civico** platform at **civico.net/oadby-wigston**



Your **smart device** using the **Modern.Gov** app

# Agenda Item 4

**MINUTES OF THE MEETING OF THE FULL COUNCIL HELD AT CIVIC SUITE, BROCKS HILL COUNCIL OFFICES, WASHBROOK LANE, OADBY, LEICESTER, LE2 5JJ ON THURSDAY, 22 FEBRUARY 2024 COMMENCING AT 7.00 PM**

## **PRESENT**

R H Adams                      Mayor  
C D Kozlowski                Deputy Mayor



**Meeting ID: 2597**

## **COUNCILLORS**

N Alam  
L A Bentley                      Deputy Leader of the Council  
G A Boulter  
L M Broadley  
F S Broadley  
M H Charlesworth  
J K Chohan  
H E Darling                      Deputy Leader of the Opposition  
M L Darr  
J K Ford  
D A Gamble  
F S Ghattoraya  
C S Gore                        Leader of the Council  
S Z Haq  
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 A E Ball                      Senior Finance Business Partner  
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  
S Khan                         Interim Strategic Director  
T Neal                         Strategic Director

## **OTHERS IN ATTENDANCE**

G Patterson                      Grant Thornton UK LLP

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

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

## **59. APOLOGIES FOR ABSENCE**

### **Full Council**

Thursday, 22 February 2024, 7.00 pm

An apology for absence was received from Councillors S S Athwal and P Joshi.

**60. DECLARATIONS OF INTEREST**

None.

**61. MINUTES OF THE PREVIOUS MEETING(S)**

**61a. TUESDAY, 12 DECEMBER 2023**

By affirmation of the meeting, it was

**UNANIMOUSLY RESOLVED THAT:**

**The minutes of the previous meeting held on Tuesday, 12 December 2023 be taken as read, confirmed and approved.**

**61b. WEDNESDAY, 10 JANUARY 2024 (EXTRAORDINARY)**

By affirmation of the meeting, it was

**UNANIMOUSLY RESOLVED THAT:**

**The minutes of the previous extraordinary meeting held on Wednesday, 10 January 2024 be taken as read, confirmed and approved.**

**62. ACTION LIST ARISING FROM THE PREVIOUS MEETING(S)**

There was no action list(s) arising from the previous meeting(s).

**63. MOTIONS ON NOTICE**

None.

**64. PETITIONS, DEPUTATIONS AND QUESTIONS**

**64a. JENNO'S COFFEE HOUSE EXPANSION**

The Head of Law & Democracy, on behalf of the Leader of the Council, provided the response (as set out on page 3 of the first agenda update reports pack) to the Question on Notice (as set out on page 11 of the agenda reports pack) as posed by Councillor M H Charlesworth in relation the Jenno's Coffee House expansion.

A supplementary question was asked by Councillor M H Charlesworth which sought an assurance that the £7,000 cost of the expansion would not be off-set against the profit sharing arrangement the Council has with Jenno's Coffee House. An answer to the supplementary question would be provided to outside the meeting.

**65. MAYOR'S ANNOUNCEMENTS**

**65a. OFFICIAL MAYORAL / DEPUTY MAYORAL ENGAGEMENTS**

By affirmation of the meeting, it was:

**UNANIMOUSLY RESOLVED THAT:**

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

**66. 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 spoke upon unprecedented financial challenges the Council was facing due to continuing long-term cuts to funding in addition to more recent pressures around inflation, homelessness and national pay awards for staff, resulting in difficult decisions needing to be made as featured elsewhere on the meeting's agenda.

In relation to a question posed to the Leader of the Council by Councillor M H Charlesworth regarding gender-specific references made with the Council's Constitution to the Offices of the Mayor, Deputy Mayor and Leader of the Council.

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

**UNANIMOUSLY RESOLVED THAT:**

**That all pronouns within the Council's Constitution be made gender neutral.**

**67. COUNCIL TAX SETTING (2024/25)**

The Council gave consideration to the report (as set out at pages 12 -17 of the agenda reports pack), which asked it to set and approve the Council Tax rates for the Borough for 2024/25.

The recommendations were moved en bloc by Councillor I K Ridley, seconded by Councillor F S Broadley and

**RESOLVED THAT:**

- A. Under powers delegated to the Chief Financial Officer, the Council has calculated the amount of £18,367.98 as its Council Tax base for the financial year 2024/25 in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012 be noted;**
- B. It be noted that the Council Tax requirement for the Council's own purposes for 2024/25 is £4,666,27;**
- C. The following amounts be calculated by the Council for the year 2024/25 in accordance with sections 30 to 36 of the Local Government Finance Act 1992 (as amended):**
  - (i) £40,841,345 being the aggregate of the amounts which the Council estimates for the items set out in section 31A(2) of the Act;**
  - (ii) £36,175,069 being the aggregate of the amounts which the Council estimates for the items set out in section 31A(3) of the Act;**

- (iii) £4,666,276 being the amount by which the aggregate at C(i) above exceeds the aggregate at C(ii) above, calculated by the Council, in accordance with section 31 A (4) of the Act, as its Council Tax Requirement for the year;
- (iv) £254.04 being the amount at C(iii) divided by the amount at A above, calculated by the Council, in accordance with section 3 B of the Act, as the basic amount of its Council Tax for the year; and
- (v) Valuation Bands 2024/25 Being the amounts given by multiplying the amount at C(iv) above by the number which, in the proportion set out in section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation Band D, calculated by the Council, in accordance with section 36(1) of the Act, as the amount to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

<b>Oadby &amp; Wigston Borough Council</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>£ 169.36</b>	<b>£ 197.59</b>	<b>£ 225.82</b>	<b>£ 254.04</b>
<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
<b>£ 310.50</b>	<b>£ 366.95</b>	<b>£ 423.41</b>	<b>£3 508.09</b>

- D. It is noted that for the year 2024/25, the Police and Crime Commissioner for Leicester/shire, and the Leicester/shire and Rutland Combined Fire Authority have stated the following amounts in precepts issued to the Council, in accordance with section 40 of the Local Government Finance Act 1992, for each of the categories shown below and that Leicestershire County Council have indicated that their provisional precept will be confirmed on 21 February 2024.

**Precepting Authorities - Valuation Bands 2024/25**

<b>Leicestershire County Council</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>£ 1,067.72</b>	<b>£ 1,245.67</b>	<b>£ 1,423.63</b>	<b>£ 1,601.58</b>
<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
<b>£ 1,957.49</b>	<b>£ 2,313.39</b>	<b>£ 2,669.30</b>	<b>£ 3,203.16</b>

<b>Police &amp; Crime Commissioner for Leicester &amp; Leicestershire</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>£ 190.82</b>	<b>£ 222.62</b>	<b>£ 254.43</b>	<b>£ 286.23</b>
<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
<b>£ 349.84</b>	<b>£ 413.44</b>	<b>£ 477.05</b>	<b>£ 572.46</b>

<b>Leicester, Leicestershire &amp; Rutland Combined Fire Authority</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>£ 54.44</b>	<b>£ 63.51</b>	<b>£ 72.58</b>	<b>£ 81.65</b>
<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>

<b>£ 99.80</b>	<b>£ 117.94</b>	<b>£ 136.09</b>	<b>£ 163.31</b>
----------------	-----------------	-----------------	-----------------

**E. Having calculated the aggregate in each case of the amounts at C(v) and D above, the Council, in accordance with section 30(2) of the Local Government Finance Act 1992, set the following amounts as the amounts of Council Tax for the year 2024/25 for each of the categories of dwellings shown below.**

**Valuation Bands**

<b>Total Amount Payable Oadby &amp; Wigston Borough Council Residents</b>			
<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>
<b>£ 1,482.34</b>	<b>£ 1,729.39</b>	<b>£ 1,976.46</b>	<b>£ 2,223.50</b>
<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>
<b>£ 2,717.63</b>	<b>£ 3,211.72</b>	<b>£ 3,705.85</b>	<b>£ 4,447.02</b>

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

<b>Votes For (18)</b>	<b>Votes Against (6)</b>	<b>Abstentions (0)</b>
R H Adams	N Alam	
L A Bentley	H E Darling	
G A Boulter	J K Ford	
F S Broadley	F S Ghattoraya	
L M Broadley	C S Gore	
M H Charlesworth	N V Joshi	
J K Chohan		
M L Darr		
D A Gamble		
G G Hunt		
S Z Haq		
J Kaufman		
C D Kozlowski		
K J Loydall		
C J R Martin		
R E R Morris		
I K Ridley		
C A M Walter		

Councillor R E R Morris left the meeting at 7:20 pm and did not return.

**68. 2024/25 REVENUE BUDGETS, MEDIUM TERM FINANCIAL PLAN AND 2024/25 -**

## **2028/29 CAPITAL PROGRAMMES**

The Council gave consideration to the report and appendices (as set out at pages 18 – 108 of the agenda reports pack and page 3 of the first agenda update reports pack), which asked it to approve the General Fund Revenue Budget for 2024/25, the Housing Revenue Account budget for 2024/25, the Capital Programmes and the MTFP 2024/25 to 2028/29.

The following amendment(s) were proposed by Councillor M H Charlesworth but were not seconded by any other Member and therefore did not proceed to a vote:

- A. Council notes it has a statutory duty to set a balanced budget.
- B. Council notes OWBC and many other local authorities are under increasing financial pressures. These include high inflation which has led to increasing costs and high pay awards, financial errors by the council (as seen in recent committee agenda papers) and a broken local government funding formula.
- C. Council resolves to:
  - (i) Introduce a charge of £40 for refuse & recycling bins at new build dwellings (a similar scheme operates in Hinckley & Bosworth). Income £9,600 based on the local plan building requirement.
  - (ii) Cancel the 'Our Borough' publication, saving £15,000.
  - (iii) Not to implement the decision to raise the cost of the garden waste collection service by £10 per annum, -£110,000.
  - (iv) Not to implement the decision to increase car parking permits and charges, -£259,000.
  - (v) In order to set a balanced budget council will use the £175,000 from the 23/24 car park income that was under-estimated. Assumed £550,000, Actual £725,000.
  - (vi) In addition, it will use the £150,000 under-estimation from the 24/25 car park income. Assumed £575,000, Actual £725,000.
  - (vii) To meet the shortfall £19,400 will be taken from the £225,000 recently put into the NNDR equalisation reserve.

Officers advised that the figurework provided in Councillor M H Charlesworth's would be scrutinised and reported back to Members for information only, adding that should the financial position of the Council in the near future, that in-year supplementary budgets could be presented and considered by Members at future meetings and reviewed again as part of the budget setting process for 2025/26.

The recommendations were moved en bloc (and as amended) by Councillor I K Ridley, seconded by Councillor F S Broadley and

### **RESOLVED THAT:**

- A. The General Fund Revenue Budget for 2024/25 as set out in Appendix 1 be approved, noting the budget position is based on no use of the general**

**fund reserve and delivering the Service Delivery Changes – Financial Sustainability Plan as set out in Appendix 3, incorporating a change to the plan to achieve 50% of the Health and Wellbeing saving (emphasis added) and reduce the Service Transformation saving by the equivalent amount;**

- B. The HRA budget for 2024/25, as detailed in Table 6 be approved, based on the rent increase of 7.7% for Housing rents, garages and service charges approved at the Full Council meeting on the 12 December 2023;**
- C. The Scale of Fees and Charges as set out in Appendix 4 be approved;**
- D. The Capital Schemes of the General Fund and HRA, noting the indicative ranking for potential futures schemes to be added to the programme as funding is secured, as detailed in Table 9 be approved;**
- E. The MTFP for 2024/25 to 2028/29 as set out in Appendix 8 be noted; and**
- F. The S151 Officer’s statement on the robustness of the budget and the adequacy of reserves as set out in Section 14 of the report be noted.**

<b>Votes For</b>	<b>16</b>
<b>Votes Against</b>	<b>7</b>
<b>Abstentions</b>	<b>0</b>

Councillor N Alam left the meeting at 8:07 pm and did not return.

**69. TREASURY MANAGEMENT POLICY AND STRATEGIES AND PRUDENTIAL INDICATORS (2024/25)**

The Council gave consideration to the report and appendices (as set out at pages 109 – 158 of the agenda reports pack), which asked it to approve the Treasury Management Policy and Strategies & Prudential Indicators for 2024/25.

It was moved by Leader of the Council, seconded by Councillor L M Broadley and

**UNANIMOUSLY RESOLVED THAT:**

- A. That the Capital Strategy 2024/25 including the Prudential Indicators (as set out in Appendix 1) be approved;**
- B. The Treasury Management Policy, Treasury Strategy and Plan 2024/25 (as set out in Appendices 2 & 3) be approved;**
- C. The Minimum Revenue Provision Statement 2024/25 (as set out in Appendix 4) be approved;**
- D. The Investment Strategy 2024/25 (as set out in Appendix 5) be approved; and**
- E. The Flexible Use of Capital Receipts Strategy (as set out in Appendix 6) be approved.**

Councillor M L Darr left at 8.12pm and returned at 8:15pm. As the Councillor was not present for the duration of the debate, they were not entitled to vote on this item.

**70. PAY POLICY STATEMENT (2024/25)**

The Council gave consideration to the report and appendices (as set out at pages 159 –

167 of the agenda reports pack), which asked it to approve the Pay Policy Statement for 2024/25.

It was moved by the Leader of the Council, seconded by Councillor D A Gamble and

**RESOLVED THAT:**

- A. The contents of the report and appendices be noted;**
- B. The Pay Policy Statement for 2024/2025 (as set out at Appendix 1) be approved; and**
- C. The continued commitment to paying the Real Living Wage for 2024/2025 be approved.**

<b>Votes For</b>	<b>17</b>
<b>Votes Against</b>	<b>5</b>
<b>Abstentions</b>	<b>0</b>

**71. INTERIM ANNUAL REPORT FOR 2022/23 AND KEY RECOMMENDATION 2023/24**

The Council gave consideration to the report and appendices (as set out at pages 168 – 211 of the agenda reports pack), which presented the External Auditors Interim Annual Report for 2022/23 and an Immediate Annual Report for 2023/24 Key Recommendation.

By affirmation of the meeting, it was:

**UNANIMOUSLY RESOLVED THAT:**

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

**72. REVIEW OF DESIGNATION OF POLLING PLACE FOR POLLING DISTRICT G2 (OADBY BROCKS HILL)**

The Council gave consideration to the report and appendix (as set out at pages 212 – 215 of the agenda reports pack), which asked it to approve the re-designation of the polling place for Polling District G2 to Beauchamp College on Ridge Way, Oadby.

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

**UNANIMOUSLY RESOLVED THAT:**

- A. The content of the report and appendix be noted; and**
- B. The re-designation of Beauchamp College on Ridge Way, Oadby, Leicester, LE2 5TP as the polling place for electors residing in Polling District G2 be approved.**

**THE MEETING CLOSED AT Time Not Specified**

## Events attended by the Mayor May 19<sup>th</sup> 2023 – Present (as of 08.04.24)

### 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 DC 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
05	Oadby & Wigston BC	Tenant Pantomime
06	Blaby DC	Christmas Carol Service
08	Birkett House School	Christmas Coffee Morning
11	Senior Citizen's Action Group	Charity Fundraiser (for Mayor's Charity)
15	Oadby & Wigston BC	Judging – Shop Front Window Competition (Christmas)
19	Oadby & Wigston BC	Award Presentations – Shop Front Window Competition (Christmas)

## JANUARY

19	University of Leicester	Winter Graduations
26	Oadby & Wigston BC	Holocaust Memorial Day Event
26	North Warwickshire & South Leicestershire College	Celebration of Achievement

## FEBRUARY

05	All Saints C of E Primary School	Wings of Peace Memorial Service
15	Mandy Penfold – Plastics Free Oadby	Plastic Free Oadby Accreditation Event
17	Cllr Carl Walter	Armed Forces Breakfast
24	Punjabi Listeners Club	International Mother Language Day

## MARCH

02	Medispa Oadby	Leicester Medispa Opening Ceremony
02	Hinckley & Bosworth BC	Mayor's Charity Dinner
08	Richard Clowes (DLL)	Veterans Raceday Leicester Racecourse
09	Charnwood BC	Mayor's Charity Dinner
10	Cllr Carl Walter	Elliot Hall Awards Event
15	North West Leicestershire DC	Chairman's Annual Dinner
17	Rotary Club Oadby	Swimarathon
25	Oadby & Wigston Hindu Community	Holi Festival
26	Oadby & Wigston BC	Judging – Shop Front Window Competition (Easter)
28	Oadby & Wigston BC	Judging – Easter Bake Off

## APRIL

04	Oadby & Wigston BC	Award Presentations – Shop Front Window Competition (Easter)
06	Charnwood BC	Great Central Railway Civic Luncheon

## Events attended by the Deputy Mayor May 19<sup>th</sup> 2023 – Present (as of 08.04.24)

## JUNE

15	Warning Zone (Charity)	Summer Quiz
----	------------------------	-------------

## AUGUST

03	North West Leicestershire DC	Chairman's Charity Dinner Show
----	------------------------------	--------------------------------

## SEPTEMBER

29	North West Leicestershire DC	Chairman's Charity Dinner Show
----	------------------------------	--------------------------------

## NOVEMBER

25	Oadby & Wigston Lions Club International	Wigston Christmas Light Switch On (Attended with the Mayor)
----	--	---

**DECEMBER**

08 North West Leicestershire DC  
11 The Chief Constable, Leicestershire Police

Chairman's Christmas Charity Dinner Show  
Christmas Carol Service

**JANUARY**

19 Hinckley & Bosworth BC  
23 Lord Mayor of Leicester

Puss in Boots Pantomime  
Charity Buffet Night

# Agenda Item 10



<b>Full Council</b>	<b>Tuesday, 16 April 2024</b>	<b>Matter for Information and Decision</b>
---------------------	-----------------------------------	--

**Report Title:** **Appointment of Chief Finance Officer / Section 151 Officer**

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

<b>Purpose of Report:</b>	To obtain approval for the appointment of a Chief Finance Officer / Section 151 Officer.
<b>Report Summary:</b>	The Council is required to appoint formally the statutory position of Section 151 Officer under Section 151 of the Local Government Act 1972. Subject to approval, the Constitution will be updated to reflect the powers delegated to the new Chief Finance Officer.
<b>Recommendation(s):</b>	<p><b>A. That the appointment of Colleen Warren as the Council's Chief Finance Officer / Section 151 Officer be confirmed with effect from 1 July 2024; and</b></p> <p><b>B. That the Head of Law &amp; Democracy / Monitoring Officer arrange for the Constitution to be reviewed and amended as appropriate.</b></p>
<b>Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):</b>	<p>Anne Court (Chief Executive / Head of Paid Service) (0116) 257 2681 <a href="mailto:Anne.court1@oadby-wigston.gov.uk">Anne.court1@oadby-wigston.gov.uk</a></p> <p>David Gill (Head of Law &amp; Democracy / Monitoring Officer) (0116) 257 2626 <a href="mailto:david.gill@oadby-wigston.gov.uk">david.gill@oadby-wigston.gov.uk</a></p>
<b>Strategic Objectives:</b>	Not applicable.
<b>Vision and Values:</b>	Not applicable.
<b>Report Implications:-</b>	
Legal:	The appointment of a Section 151 Officer is a statutory requirement under Section 151 of the Local Government Act 1972.
Financial:	The Section 151 Officer is responsible for the sound administration of the Council's financial affairs.
Corporate Risk Management:	Regulatory Governance (CR6) Decreasing Financial Resources / Increasing Financial Pressures (CR1) Organisational / Transformational Change (CR8)
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:	As the author, the report is satisfactory.
<b>Consultees:</b>	None.
<b>Background Papers:</b>	The Council's Constitution
<b>Appendices:</b>	None.

## **1. Background**

- 1.1 In accordance with the Local Government Act 1972, there is a requirement on the Authority to designate three Statutory Officers: Head of Paid Service, Monitoring Officer and Section 151 Officer / Chief Finance Officer.
- 1.2 The latter is required to be a suitably qualified individual. The Section 151 Officer, along with the Head of Paid Service and the Monitoring Officer combine to form the Council's Statutory Officer functions. These roles are key to ensuring lawfulness, fairness, probity and general good governance that support the Council in achieving its aims. It is important that they work effectively together yet maintain appropriate independence.
- 1.3 The newly created post of Chief Finance Officer / Section 151 Officer replaces the Head of Finance / Acting Section 151 Officer role. Since the departure of the Head of Finance in March this year, the Section 151 Officer role has been performed by the Interim Strategic Director.
- 1.4 On Thursday 14 March 2024, an Appointments Panel was convened. As a result of this process, Colleen Warren was successfully appointed to the Chief Finance Officer/Section 151 Officer role and is due to commence employment with the authority on 1 July 2024.
- 1.5 It is a requirement under the Council's Constitution that the appointment to the three statutory posts (Head of Paid Service, Section 151 Officer and Monitoring Officer) are confirmed by the relevant committee.
- 1.6 Colleen Warren possesses the necessary experience, expertise and professional qualifications to undertake the statutory role of Section 151 Officer and it is recommended that Council formally confirms her appointment.

## **2. The Role and Duties of the Section 151 Officer**

- 2.1 According to the Chartered Institute of Public Finance and Accountancy (CIPFA) there are five key areas critical to the achievement of a Chief Finance Officer's statutory responsibilities:
  - maintaining strong financial management underpinned by effective financial controls;
  - contributing to corporate management and leadership;
  - supporting and advising democratically elected representatives;
  - supporting and advising Officers in their operational roles; and

- leading and managing an effective and responsive financial service.

### **3 Other Implications**

- 3.1 Once approved the Council's Constitution will be reviewed by the Monitoring Officer and amended as appropriate to ensure the power to deal with financial matters that are the statutory responsibility of the Section 151 Officer are accurately referred to in the Constitution.



<b>Full Council</b>	<b>Tuesday, 16 April 2024</b>	<b>Matter for Information</b>
---------------------	-----------------------------------	-----------------------------------

**Report Title:** **Office for Local Government (OFLOG)  
Self-Assessment Against the Best Value Standards**

**Report Author(s):** **Sal Khan (Interim Strategic Director)**

<b>Purpose of Report:</b>	To provide Council with the results from the OFLOG self-assessment undertaken against the Best Value Standards.
<b>Report Summary:</b>	The Best Value Duty relates to the statutory requirement for local authorities and other public bodies to “make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness”. This report provides a self-assessment, which is set out in <b>Appendix 1</b> against the Best Value Standards.
<b>Recommendation(s):</b>	<b>That the content of the report be noted.</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>Sal Khan (Interim Strategic Director) (0116) 257 2635 <a href="mailto:sal.khan@oadby-wigston.gov.uk">sal.khan@oadby-wigston.gov.uk</a></p> <p>Teresa Neal (Strategic Director) (0116) 257 2642 <a href="mailto:teresa.neal@oadby-wigston.gov.uk">teresa.neal@oadby-wigston.gov.uk</a></p>
<b>Strategic Objectives:</b>	<p>Our Council (SO1) Our Communities (SO2) Our Environment (SO4) Our Partners (SO5)</p>
<b>Vision and Values:</b>	<p>"Our Borough - The Place To Be" (Vision) Customer &amp; Community Focused (V1) Resourceful &amp; Resilient (V4)</p>
<b>Report Implications:-</b>	
Legal:	There are no implications directly arising from this report.
Financial:	There are no implications directly arising from this report.
Corporate Risk Management:	<p>Decreasing Financial Resources / Increasing Financial Pressures (CR1) Reputation Damage (CR4) Regulatory Governance (CR6) Organisational / Transformational Change (CR8)</p>
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable.

Human Rights:	There are no implications directly arising from this report.
Health and Safety:	There are no implications directly arising from this report.
<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>	Senior Leadership Team
<b>Background Papers:</b>	<ul style="list-style-type: none"> <li>• <a href="#">Report entitled 'Office for Local Government Best Value Guidance' to Full Council on 26 September 2023</a></li> </ul>
<b>Appendices:</b>	<b>1.</b> OFLOG Self-Assessment

## **1. Introduction and Methodology:**

- 1.1 The Best Value Duty relates to the statutory requirement for local authorities and other public bodies to "make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness".
- 1.2 Where, over a period of time, continuous improvement is not demonstrated sufficiently the Secretary of State has legislative powers to intervene to ensure compliance with the Best Value Duty. These powers include taking action to protect the public purse and ensure significant or long-term failings are corrected and performance is raised to an acceptable and sustainable level.
- 1.3 This report provides a self-assessment, which is detailed at **Appendix 1**, against the Best Value Standards. The following sections provides a table for each theme within the guidance.
- 1.4 The headings for the various sections are:
- Continuous Improvement
  - Leadership
  - Governance
  - Culture
  - Use of Resources
  - Service Delivery
  - Partnerships and Community Engagement
- 1.5 Each heading then has the descriptive text provided by Government along with our self-assessment score. There are many approaches that could be applied to the assessment so for consistency with the Council's other assessments, the approach taken for the Annual Governance Statement has been utilised and a score has been provided.
- 1.6 The assessment score is as follows:
- **Good** – Good governance exists and there are no improvements required.
  - **Fair** – Satisfactory governance exists but improvements are required to meet good governance.

- **Poor** – Significant issues with governance exist which needs addressing.

- 1.7 Each assessment then has evidence to support the score. It needs to be clarified that the Government guidance provides example of what it deems to be “Characteristics of a well-functioning authority” and “Examples of Indicators of potential failure”.
- 1.8 The evidence provided either supports the characteristics of a well-functioning authority or provides evidence that negates the indicators of potential failure.
- 1.9 Follow-on actions are then identified.

## **2. Future Activities**

### **OFLOG Activities:**

- 2.1 The Best Value Duty relates to the statutory requirement for local authorities and other public bodies to “make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness”.
- 2.2 OFLOG has very recently developed its ‘Data Explorer’ a performance monitoring database which will eventually cover the whole of Local Government. At the time of writing this report it is still in ‘BETA’ mode and can be accessed at <https://oflog.data.gov.uk/>.
- 2.3 It already includes historic data on Local Government performance which already exists in the public domain. It may have previously been reported to Government Departments such as DEFRA and DLUHC and covers Waste Management, Planning and Corporate and Financial data. It also has historic data on roads and adult social care which are not Borough Council functions.
- 2.4 OFLOG has plans to further develop this functionality, further increasing the datasets that are included and allowing for performance comparisons to be made with the intention of Councils, if necessary being able to learn from others about how to improve their performance.

### **OWBC Activities:**

- 2.5 The Council recognises the importance of the OFLOG and will continue to take performance management and monitoring very seriously. This is already demonstrated by the recent Customer Service Excellence Award; it is a member of the East Midlands Performance Management Network and will be looking at further benchmarking opportunities to seek continuous improvement where appropriate.
- 2.6 The Council will continue to monitor how it performs against the OFLOG “Characteristics of a well-functioning authority” and “Examples of Indicators of potential failure” and in the absence of any other reporting requirements the Self-Assessment will be carried out again at the end of 2024/25 so that it can be reported back to Council with further updates.

# Appendix 1

## Oadby & Wigston Borough Council Self-Assessment against the Best Value Standards

### Introduction & Methodology:

The Best Value Duty relates to the statutory requirement for local authorities and other public bodies to “make arrangements to secure continuous improvement in the way in which its functions are exercised, having regard to a combination of economy, efficiency and effectiveness”.

Where, over a period of time, continuous improvement is not demonstrated sufficiently the Secretary of State has legislative powers to intervene to ensure compliance with the Best Value Duty. These powers include taking action to protect the public purse and ensure significant or long-term failings are corrected and performance is raised to an acceptable and sustainable level.

This report provides a self-assessment against the Best Value Standards. The following sections provides a table for each theme within the guidance.

The heading are as follows:

- **Continuous Improvement**
- **Leadership**
- **Governance**
- **Culture**
- **Use of Resources**
- **Service Delivery**
- **Partnerships and community engagement**

Each heading then has the descriptive text provided by Government along with our self-assessment score. There are many approaches that could be applied to the assessment so for consistency with the Council’s other assessments, the approach taken for the Annual Governance Statement has been utilised and a score has been provided.

### Assessment Score:

- **Good** – Good governance exists and there are no improvements required.
- **Fair** – Satisfactory governance exists but improvements are required to meet good governance.
- **Poor** – Significant issues with governance exist which needs addressing.

Each assessment then has evidence to support the score. It needs to be clarified that the Government guidance provides example of what it deems to be “**Characteristics of a well-functioning authority**” and “**Examples of Indicators of potential failure**”.

The evidence provided either supports the characteristics of a well-functioning authority or provides evidence that negates the indicators of potential failure.

Follow-on actions are then identified.

## 1. Continuous Improvement

Oflog says....

Making arrangements to secure continuous improvement in performance and outcomes is a core requirement for achieving best value.

Any organisation with a duty of best value needs to make effective arrangements to secure continuous improvement in the way in which all its functions are exercised on an ongoing basis and at pace.

These arrangements will include inviting independent external challenge and scrutiny, in the form of regular service specific as well as corporate or finance peer challenges, engaging with sector support initiatives on offer and informal experience sharing among peers.

Local authorities should also have a sense of collective responsibility for the performance of the sector and help other authorities to improve.

The Chartered Institute of Public Finance and Accountancy (CIPFA) / Society of Local Authority Chief Executives (SOLACE) Delivering Good Governance in Local Government Framework, along with the Centre for Governance and Scrutiny and Localis Governance Risk and Resilience Framework can help authorities to identify, understand, and act on risks to good governance.

### Self-Assessment: Good

#### Evidence:

The Council has been awarded the externally assessed Customer Service Excellence Award for the fourth consecutive year. Performance monitoring is provided to CMT, SLT and formally to Members through Service Delivery Committee. The CFGS carried out an independent review of member/officer relations which has been presented back to senior councillors.

An LGA Corporate Peer Challenge (CPC) took place in 2022 and an action plan was established and is still being delivered. There is a corporate Sustainability Plan which has a series of service reviews contained within the programme.

The CPC took place in 2022, it had previously taken place in 2017 and it is anticipated that a further corporate peer challenge will take place in 2027. Additional evidence includes the Peer Challenge update and Financial Health Check. The Council has adapted to financial and organisational challenges with various restructures. A Sustainability Plan is in place which includes a Service Review Programme.

The Annual Governance Statement (AGS) is prepared in accordance with the CIPFA/SOLACE Good Governance Framework. It is a living document that is regularly monitored and updated. There is an AGS Action Plan which is reviewed and formally reported to Audit Committee.

In addition to a thorough induction process, members of committees such as the Audit Committee often have training sessions allocated immediately prior to the start of the formal meetings or briefings during the meeting; the Council recently conducted a Meet the Teams session to further educate members on 'what the services do'.

The Council has recently adopted a new People Strategy, the appraisal process has been recently updated and relaunched. Managers are regularly reminded about HR processes. Members have gone through a thorough induction process and regular training is provided as identified as necessary.

Innovation is encouraged, considered, and evidenced by the way that the Council has acted with regards to a number of strategic projects. Examples are (a) the move from a dilapidated old town-hall to a redeveloped modern office, delivering cashable savings in the long term and freeing up the old building which will result in a capital receipt and better usage. (b) Exiting a failing county-wide ICT partnership and setting up a more effective ICT architecture and service, also delivering cashable savings and a significant improvement in performance.

The Council actively participates in joint working groups and sharing best practice. It is currently leading a group of Councils that share similar financial constraints and issues with OWBC to lobby Government regarding funding difficulties.

**Next Steps:** The Council will continue to monitor its activities, increasing characteristics of a well-performing authority and ensuring it does not display indicators of potential failure.

## 2. Leadership:

Oflog says....

Effective political and administrative leaders who have a clear vision and set of priorities for their area, are key to building local economic growth, social cohesion, and a healthy local democracy. When they model positive and effective leadership behaviours at all levels, this can be beneficial to a local authority's overall culture and governance.

It is essential that all officers with statutory responsibility, including the Section 151 and Monitoring Officers, uphold their duties, both individually and collectively and, in accordance with good practice, report directly to the Chief Executive and, as necessary, to full Council. Statutory officers must work effectively together, and all must have a voice for key decisions.

An authority that either fails to recruit to its statutory officer posts on a permanent basis over an extended period of time or has a high turnover in these roles indicates instability and potential wider cultural concerns.

When this is compounded by many senior positions being appointed to on an interim basis over an extended period, this can signal a problem.

### Self-Assessment: Good

#### Evidence:

A new Corporate Strategy is being developed which focuses on the five themes agreed by members as their strategic vision.

The Medium-Term Financial Plan is refreshed every year and priorities from the emerging corporate strategy are duly aligned to the MTFP. Senior Officers have the capability to provide the authority with effective strategic leadership. The MTFP has been reviewed to meet the financial constraints that the Council faces and the emerging Corporate Strategy supports the necessary strategic direction.

Officers display positive and effective leadership behaviours at all levels and provide a positive influence on the Council's culture and governance. Member and Officer collaboration has been made in order to align the Finance Strategy with priorities to address the challenging budget gap. Members and Officers have a clear understanding of public sector standards.

Senior and Statutory Officers uphold their duties and speak truth to power. This has been evidenced when providing information regarding the challenging financial situation the Council finds itself in. Senior manager positions are mostly covered by permanent members of staff. Interims are utilised to temporarily fill in 'gaps' where it is effective to do so. The corporate strategy is being updated with the new political administration.

Financial management is generally sound. There have been some capacity/capability weaknesses historically identified within the Finance Team which are being addressed through a combination of improved processes and the recruitment of permanent senior management.

The Council's current Risk Management Policy was approved in January 2023. The Audit Committee receives an updated strategic risk register on a quarterly basis for public scrutiny.

The register has been updated beforehand by Corporate Management Team and Senior Leadership Team.

Succession planning is carried out as effectively as possible, but due to the size of the Council staff often leave and move to larger neighbouring authorities. The Council has had success with staff progression to senior positions.

Member/Officer relationships remain constructive and external engagement is wide-ranging, (EG Resident Forums, Armed Forces Working Group, ((A Guide To Consultation on the Intranet)) Following the 2023 election, there has been a change in senior political positions, albeit within the same political party. Due to the size of the authority and the national landscape the Council has struggled to retain a Section 151 for long periods and a current recruitment exercise is underway.

There is a demonstrable commitment to leadership development within the officer base and there have been notable successes with internal progression to senior positions.

The Council holds elections on a four-year cycle. It has recently developed and approved Procurement Policy, People Strategy and numerous IT policies.

There is no evidence of a reduction in stakeholder or public confidence.

The Council has a good track record in improvement and in the ability to tolerate and welcome challenge. It has recently experienced an LGA Corporate Peer Challenge and has had a review from the Centre For Governance and Scrutiny. In January 2024, it was formally acknowledged that the Council had received the externally assessed Customer Services Excellence Award for the fourth consecutive year.

**Next Steps:** The Council will continue to monitor its activities, increasing characteristics of a well-performing authority and ensuring it does not display indicators of potential failure.

A particular focus has been made on senior management recruitment into the Finance Team to support the need for strong financial reporting.

### 3. Governance:

Oflog says....

A well-run council will have clear and robust governance and scrutiny arrangements in place that are fit for purpose, appropriate to the governance arrangements adopted locally (executive/committee system), understood by politicians and staff alike and reviewed regularly.

Decision-making processes, within clear schemes of delegation, should be transparent, regularly reviewed, clearly followed, and understood, enabling decision-makers to be held to account effectively. There should also be evidence of the decisions following good public law decision making principles (reasonableness, proportionality, fairness, etc.).

Codes of conduct and HR processes should be to sector standard and ensure effective support for whistle-blowers.

### Self-Assessment: Good

#### Evidence:

There are effective procedures in place - this is demonstrated by the AGS. Members and Officers comply with the Nolan Principles. Significant weaknesses have not been identified in annual audit reports.

The Council's scrutiny function is challenging. Policy, financial performance and service performance are scrutinised through the PFD Committee and Service Delivery Committee.

A risk assessment is included in each Committee / Council decision and Risk is regularly reviewed by the Audit Committee.

The Auditor's Annual Reports are presented to Council as well as Audit Committee. All key decisions are taken in the respective committee.

The appropriate professional expertise is obtained, and due diligence is carried out before any key decision.

The Audit Committee receives regular training and briefings. A self-assessment is being undertaken. Briefings are given to all committee chairs prior to formal meetings.

There are no LATCOs at the Council, but general scrutiny regarding decision taking is robust. The Council's Internal Audit (currently 360 degrees) team meets PSIA standards and considers and reports identified high risks.

Lessons are learned from complaints and there is an internal review of all complaints which is overseen by the Customer Service Improvement Manager.

The Audit Committee brief is proportionate and is undertaking a review of its effectiveness as a committee and as individual members.

Risk Management (including Risk Registers) is taken seriously by the Council. SLT review the corporate and strategic Risk Register at least quarterly, and it is reported through to Audit Committee on a regular basis.

Performance management information is used to improve service delivery, this is carried out formally by SDC and PFDC.

The Council's Audit Committee's T-o-R allows for an Independent Member and steps are underway to look at the recruitment of one.

There is a transparent approach to information sharing with elected members. Each member has been allocated a member of SLT to buddy up with and there is a clear Members Enquiry System in place.

The Monitoring Officer regularly reviews codes of conduct and standards complaints.

**Next Steps:** The Council will continue to monitor its activities, increasing characteristics of a well-performing authority and ensuring it does not display indicators of potential failure.

Work will be commencing on the recruitment of an independent Audit Committee Member in the Summer 2024.

#### 4. Culture:

Oflog says....

The culture of a local authority is determined by its shared values, ethics and beliefs, how decisions are made, as well as how elected members and officers behave, interact and carry out their roles.

Political and administrative leaders that model strong and effective leadership are beneficial to a local authority's overall culture.

An agreed set of shared corporate values which are effectively implemented and modelled across the authority are also essential to maintaining positive organisational culture.

The existence of an outward facing, transparent and open culture, where challenge is welcome and acted upon are indicators of a modern authority and is also essential for ensuring continuous improvement runs throughout the organisation.

#### Self-Assessment: Good

##### Evidence:

Council officers and members promote and demonstrate the highest ethical standards and appropriate working behaviours through established shared values and ways of working.

There has been a feeling of mistrust from some members with officers, however there is commitment to transparent decision making. The CFGS carried out an independent review of member/officer relations which has been presented back to senior councillors and numerous recommendations have been actioned.

There are visible positive relationships with members and officers and there are regular openly inquisitive meetings prior to decision making.

There are proactive working relationships between group leaders - and the leader of the opposition has been invited into STAR Chambers as part of the annual budget-setting decision.

There is a commitment to promoting transparency and sharing information with the public. The majority of decisions are taken in public and recorded and available on the council's website.

There is a respect for a Councillor's right to know and to enquire. OWBC has an established Member Enquiry process, and each Member has been allocated a member of SLT to act as a buddy to assist them with knowledge learning.

The Council embraces external scrutiny as demonstrated by the LGA Peer Challenge, approach with External Audit. Regular Resident Forums take place in the Council Chamber.

There are appropriate processes in place to address issues such as harassment and bullying. The complaints system is effectively utilised as demonstrated by the recent Internal Audit findings. There is an accessible whistleblowing policy.

There are weekly staff newsletters and weekly member newsletters with tailored content that are emailed out. Residents Forums and the Tenants and Leaseholder Form also take place on a regular basis where residents have the opportunity to challenge the Council on its activities as well as request ad-hoc services / interventions.

In the past two years there have been 3 standards complaints by members against members and none have been upheld.

The most recent staff survey (Sept 2023) regarding the office move to Brocks Hill has demonstrated a very positive response of satisfaction.

Staff were actively involved with and shaped “Our Values” which are:

- Customer and community focused
- Proud of everything we do
- Collaborative and creative
- Resourceful and resilient

The vast majority of decisions are taken in open meetings, going through the formal channels of SDC and PFDC.

The declarations of interest procedure and gift declarations are understood and regularly monitored. The Policy has been recently updated and shared with staff.

The website is easy to navigate; all the council reports and decisions are available through mod.gov, within the website, there is a customer self-service portal available for residents to log into and a clear A-Z of services.

**Next Steps:** The Council will continue to monitor its activities, increasing characteristics of a well-performing authority and ensuring it does not display indicators of potential failure.

## 5. Use Of Resources:

Oflog says....

The financial strategy and budgets are clearly aligned with strategic priorities and there is a robust process for reviewing and setting the budget.

Human resources and fixed assets are managed efficiently and effectively.

A robust system of financial controls and reporting exists, which provide clear accountability and ensure compliance with statutory requirements and accounting standards.

Compliance with the Prudential Framework, a clearly presented Investment Strategy, Capital Strategy and Minimum Revenue Provision (MRP) policy exists.

A clear strategy exists to maintain adequate reserves.

There is collective accountability for the budget and medium-term financial plan, rather than a siloed approach to management.

There are regular financial reports to Cabinet and training for all members on finance. Robust systems are in place to identify, report, address and regularly review financial risk.

Sustainable, competitive corporate functions including procurement and IT which deliver value for money.

The Audit Committee has the knowledge, skills and independent expertise to provide robust challenge and ensures effective controls are in place and issues addressed.

The purposes of companies are carefully considered and regularly reviewed, with effective governance and oversight arrangements in place.

Effective project management of projects to enhance governance and effective use of resources.

### Self-Assessment: Good

#### Evidence:

The Council has a clear and approved MTFP, which is updated annually by Council. The S151 officer takes regular reports through the PFD Committee and onto Council which also describes and approves the budget setting process.

There are robust HR policies in place.

With the exclusion of housing stock, there are limited assets in Council ownership, however an asset list has been compiled which provides opportunities for maximising their potential usage.

There is a robust system of financial controls and reporting in existence which complies with statutory requirements and accounting standards. The AGS is approved annually, and Audit Committee monitor the progress of actions set out in the AGS.

There is a robust system of financial controls and reporting in existence which complies with the Prudential Framework, the investment strategy is limited, but clearly presented. A capital strategy is updated each year and a MRP policy exists and is being refreshed.

The council has a low level of reserve and historically regularly utilised reserves to balance the budget. Members have recently taken the decision not to use the general fund reserve to balance the budget in the future, resulting in significant service changes and a reduction in staffing.

There is a collective accountability for the budget and MTFP. The Council's SLT and CMT have a shared ownership of the Service Review Programme which is a fundamental plank of OWBC's Sustainability Plan.

Quarterly outturn reports are presented to SLT and onto Policy, Finance and Development Committee. Regular briefing sessions are provided to Members explaining the Council's financial position. A training plan is in place for the Audit Committee.

Robust systems are in place to identify, report and regularly review financial risk. The financial risks are still acute and live for the Council. The Council has a fit for purpose Treasury Management Strategy with no risky investment practices.

ICT has recently been insourced and delivers better VFM than the previous provision provided. Strategic procurement support is currently provided through the Welland Partnership although this contract is under review. A brand-new Procurement Policy was adopted in December 2023. The Legal team often provide services outside the Council. Staffing in the Finance team is challenging as per the national outlook.

The Audit Committee is aided by the S151 Officer, Internal and External Audit. Regular training sessions are scheduled and the CIPFA AC and AC Member Self-Assessment has been undertaken. There are no significant weaknesses identified in the annual audit report.

The Council does not operate any trading companies in its own right, however there are detailed and robust arrangements in place for the management of the outsourced leisure services contract which is with a private sector provider.

The Council has an established corporate programme and project approach which reports monthly into the Senior Leadership Team. Each project has a member of the SLT as a Project Executive.

The finance function is fit for purpose; there have been some capacity/capability concerns that have been addressed by management. Recruitment of qualified and experienced staff is a challenge for the Council as demonstrated regionally and nationally.

The Council has a good track-record in staff development of staff in both the front and back-office.

The Council's recent savings target required redundancies to be sought and following internal policies, it was able to successfully minimise the need for compulsory redundancies and worked with staff to identify opportunities for voluntary redundancies.

**Next Steps:** The Council will continue to monitor its activities, increasing characteristics of a well-performing authority and ensuring it does not display indicators of potential failure.

A particular focus has been made on senior management recruitment into the Finance Team to support the need for strong financial reporting.

Service delivery, post service transformation activities will be closely managed by the Senior Leadership Team

## 6. Service Delivery:

Oflog says....

Poor individual services can often be an indication of broader governance and financial weaknesses within an authority.

Equally, corporate governance failure almost certainly will at some point negatively impact how services are delivered locally, in terms of missed opportunities or silo working and a failure to make strategic connections.

Local authority data, the assessments of other government departments and service regulators, such as Oflog, Ofsted, the Care Quality Commission, Planning Inspectorate and the Local Government and Social Care Ombudsman, identify whether services are being delivered efficiently and effectively, and whether authorities are responsive to customer complaints. Authorities should provide services at a comparable level to other authorities of a similar size and location when benchmarked.

### Self-Assessment: Good

#### Evidence:

Service plans are clearly linked to the Council's priorities and strategic objectives. There is a golden thread that runs through to individual appraisals and objectives. Standards for the quality of services are basically incorporated in the Customer Charter. One of the main measures for the quality of service, is the score for overall satisfaction with each finite service.

Service delivery is generally evidence-based, there has been no external interventions. Managers are responsible for reporting on their team's performance against Service Standards on a monthly basis using a Service Standard dashboard. Monthly performance review meetings are held, where the results are discussed, problems are identified, and solutions put in place. Service performance is reported quarterly through to the Service Delivery Committee.

The Council has a very effective complaints process, and lessons are learned. The CEX is actively involved with the regular reviewing of complaints and outcomes. The Council produces a Complaints Trends Analysis document and a Lessons Learnt Register. There is also a "You Said We Did" page on the website to show how they have reacted to comments and suggestions.

Performance is formally reported quarterly to the Service Delivery Committee, which is a public meeting, which is also video-recorded and available on the Internet. Residents Forums (12 meetings p.a.) are also managed by the Council, giving the opportunity for residents to raise any concern and learn about Council operations.

The Council will be reporting on the recently introduced Housing Regulator performance targets.

The Council has a newly adopted procurement policy and a service transformation programme mapped out to work through all the Council's services. Performance is managed through the senior leadership team.

The Council has taken difficult decisions in order to achieve a balanced budget, without drawing on reserves to deliver services, having regard to economy, efficiency, and effectiveness.

The local authority takes an innovative approach to future service delivery, e.g. Insourcing IT service, office relocation to reduce running costs and provide a significant capital receipt. There is a formal approach officers are invited to make suggestions for improvement which are taken up by management.

The Service Improvement progress is managed and reported to the SLT through the Corporate Programme Assurance Board.

Benchmarking is conducted across the Council, and Customer Services participate in a local benchmarking group with other Leicestershire Councils. There are several other specific groups, for example, the DWP (Department for Work and Pensions) Benefits Performance Management Group. As a result of benchmarking with regard to planning processes, the Council have streamlined their process so that now they lead in terms of decision times. The management of extensions has also been improved.

**Next Steps:** The Council will continue to monitor its activities, increasing characteristics of a well-performing authority and ensuring it does not display indicators of potential failure.

## 7. Partnerships & Community Engagement:

Oflog says....

Driving local economic growth, promoting social cohesion and pride in place is increasingly dependent on the effectiveness of partnerships and collaborative working arrangements with a range of local stakeholders and service users.

Authorities should have a clear understanding of and focus on the benefits that can be gained by effective collaborative working with local partners and community engagement in order to achieve its strategic objectives and key outcomes for local people.

Appropriate governance structures should also be in place to oversee these arrangements, and the process of consultation and engagement should be inclusive, open and fair. An inclusive approach that accepts challenge is an indicator of a confident organisation

### Self-Assessment: Good

#### Evidence:

The Council operates in a wide range of partnerships and is very effective with the community safety partnership, the various leisure and well-being partnerships and the Universities Civic Partnership.

The Council actively seeks collaboration in order to maximise benefits and demonstrably knows when it is best to enter into partnerships, e.g. Blaby DC (Building Control, Lightbulb, Community Health & Wellbeing services) and with third sector organisations such as 'Helping Hands'.

Governance structures are in place to monitor and challenge partnership arrangements. Reports are provided to the Senior Leadership Team and up to Service Delivery Committee. In terms of consultation and feedback the Council provides a robust engagement approach as described in the communication strategy and customer experience strategy. Resident Forums Tenant & Leaseholder forums also provide regular additional opportunities for engagement and feedback.

Planning is undertaken at service manager level within the Council and Member oversight is provided where appropriate. Resident surveys through the Housing Team suggest good levels of satisfaction.

Regular communication between the relevant partners occurs in both routine business meetings and through more formal and public meetings such as the Community Safety Partnership. In a recent survey, two partners, Blaby Community & Wellbeing Partnership, and the University of Leicester, described very positive and beneficial working relationships with the Council.

Social and environmental values are identified within the newly adopted Procurement Policy. Consultations are thorough and proportionate. A specific strategy was created for the recent large-scale consultation to create a Customer Experience Strategy. Extensive consultation was undertaken using a wide range of methods. Examples include 'Thursday Pop-Ups' at various locations throughout the Borough - 'Take part in our survey' about the future of customer services within the Council.

**Next Steps:** The Council will continue to monitor its activities, increasing characteristics of a well-performing authority and ensuring it does not display indicators of potential failure.



<b>Full Council</b>	<b>Tuesday, 16 April 2024</b>	<b>Matter for Information and Decision</b>
---------------------	-----------------------------------	--

**Report Title:** **Scheme of Members' Allowances (2024/25)**

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

<b>Purpose of Report:</b>	To consider and adopt a Members' Allowance Scheme for the municipal year 2024/25.
<b>Report Summary:</b>	The report sets out the considerations and recommendations of the Independent Remuneration Panel (IRP).
<b>Recommendation(s):</b>	<b>That Council adopts the Scheme of Members' Allowances for 2024/25 as recommended by the Independent Remuneration Panel (IRP) set out in paragraph 1 of the report (Appendix 1).</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>
<b>Strategic Objectives:</b>	Our Council (SO1)
<b>Vision and Values:</b>	Not applicable.
<b>Report Implications:-</b>	
Legal:	The implications are as set out in the introduction to Appendix 1.
Financial:	Should Members choose to adopt the recommendations, the level of Basic Allowance(s) paid will increase to £4,900.00 per annum.
Corporate Risk Management:	Political Dynamics (CR3) Decreasing Financial Resources / Increasing Financial Pressures (CR1) Reputation Damage (CR4) Regulatory Governance (CR6)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
<b>Statutory Officers' Comments:-</b>	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Monitoring Officer:	As the author, the report is satisfactory.
<b>Consultees:</b>	None.

<b>Background Papers:</b>	The Local Authorities (Members' Allowances) (England) Regulations 2003
<b>Appendices:</b>	<b>1.</b> Report of the Independent Remuneration Panel and Proposed Scheme of Members' Allowances for 2024/25

**1. Information**

- 1.1 This report asks Council to consider and adopt a Members' Allowance Scheme for 2024/25 ("the Scheme") under the Local Authorities' (Members' Allowances) (England) Regulations 2003 ("the 2003 Regulations") based on the recommendations of the Independent Remuneration Panel (IRP).
- 1.2 The Council is required to have regard to the views of the IRP as expressed in their report each year before reaching a decision on what level of allowances is appropriate. A copy of the report of the IRP is attached at **Appendix 1** for consideration.

Members' Allowances Review  
for  
Oadby and Wigston Borough Council

Report of the  
Independent Remuneration Panel

April 2024

## 1. SUMMARY OF RECOMMENDATIONS

The Panel makes the following **RECOMMENDATIONS**:

- 1.1 The Council approves that the basic allowance increases to £4,900 per annum.
- 1.2 Special Responsibility Allowances (SRA) be agreed as set out in Column 2 of the Table below:

### Table of Special Responsibility Allowance Payments

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

- 1.3 That the Mayor and Deputy Mayors Personal Allowances be incorporated within the Scheme of Members Allowances.
- 1.4 The Members' Allowance Scheme included at Schedule 1 to this report be adopted, to be effective for the period from 16 May 2024 to 15 May 2025.
- 1.5 The Guidance for Use of Delegated Power by the Chief Executive in respect of Members' Conferences, Seminars and Meetings, attached at Schedule 2 be adopted as part of the Scheme.

## 2. INTRODUCTION

- 2.1 The Local Authorities (Members' Allowances) (England) Regulations 2001, requires Local Authorities to establish and maintain an Independent Remuneration Panel (IRP). The

Local Authorities (Members' Allowances) (England) Regulations 2003, placed additional responsibilities on the role of the Panel.

- 2.2 The purpose of the Panel is to make recommendations to the Authority about allowances to be paid to Elected Members. The Panel has a duty, each year, to advise the Authority on its scheme and the amounts to be paid. The Council must have regard to this advice.

### 3. MEMBERSHIP OF THE PANEL

- 3.1 The Panel comprises of the following individuals;-

Mr Laurie Faulkner - retired Head of Business Development and Magistrate

Mr David Wood - Self Employed Local Resident

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

### 4. PROCESS OF REVIEW

- 4.1 The Panel has addressed the requirements of the Regulations in drawing up the recommendations for the Council's 2024/2025 scheme.
- 4.2 The Panel has previously assessed Members Allowances on the basis of the Council's current decision making structure and a comparison with a cluster of similar authorities.
- 4.3 One of the authorities contained in the cluster (Eden District Council) was abolished in April 2023 which has reduced the number of authorities suitable for comparison purposes.
- 4.4 Inclusion within the cluster was based on three factors:
- a) The authority had a similar population to OWBC
  - b) The authority had a similar number of councillors to OWBC; and
  - c) The authority had a similar governance structure to OWBC.

Authority	Population	Number of Councillors	Basic Allowance	
Ardur District Council	64,500	29	£5,279	2023/24
Maldon District Council	63,975	31	£5,425	2022/23
Ribble Valley Borough Council	60,057	40	£3,885	2022/23
North Warwickshire Borough Council	65,000	35	£5,633	2022/23
West Devon Borough Council	55,528	31	£4,660	2022/23
Oadby and Wigston Borough Council	57,056	26	£4,750	2023/24
Averages	61,019	32	£4,939	
O&W/Averages	94%	81%	96%	

- 4.5 The membership and allowance details of the cluster is set out below.
- 4.6 Having reviewed the various Members Allowance Schemes the Panel noted that there had been no increase in the basic allowance paid to Members since 2017 and that OWBC members received allowances that were lower than the average payment across the cluster.
- 4.7 The Panel therefore recommend that the basic allowance is increased by £150.00 to £4,900.00 an increase of 3.15%.
- 4.8 The Panel do not recommend any change to the scheme of Special Responsibility allowances.
- 4.9 During its considerations the existence of a separate Personal Allowance for the Mayor and Deputy Mayor came to the attention of the Panel.
- 4.10 It is our understanding that the initial purpose of this allowance:  
  
`is for the personal expenses that they may incur in performing their duties as the first person of the borough, attending civic events.  
  
Essentially it is for the purchase of any new clothing or other personal items that they may require to ensure they can attend all events in their capacity and represent the borough appropriately.  
  
It is also to be used for the purchase of any charity fund raising tickets.’
- 4.11 Whilst we accept that the Mayor/Deputy Mayor may incur additional expense when undertaking their mayoral duties we are concerned that as a matter of custom and practice the Personal Allowance has become payable as a matter of `right` without the requirement to justify the additional expenditure through receipts etc.
- 4.12 The Panel therefore recommends that the Personal Allowance is capped at £3500.00 for the Mayor and £1000.00 for the Deputy Mayor and that payment is only made where receipts or other evidence is produced of the additional expenditure incurred.

OADBY AND WIGSTON BOROUGH COUNCIL  
SCHEME OF MEMBERS' ALLOWANCES – 2024/25

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

1. This scheme may be cited as the Oadby and Wigston Borough Council Members' Allowances Scheme and shall have effect for the period from 16 May 2024 to 15 May 2025.
2. In this scheme,  
  
"Councillor" means a member of the Oadby and Wigston Borough Council who is a Councillor.  
  
"Year" means the period ending with 15 May 2025.
3. **Basic Allowance**
  - 3.1 Subject to paragraph 6, a Basic Allowance of **£4,900** shall be paid to each Councillor.
  - 3.2 Members' allowances are not intended to compensate for loss of earnings, nor are they to recompense for the total number of hours Councillors spend on their duties, bearing in mind the voluntary element of service in fulfilling the role of a local Councillor, as recognised in government guidance. Councillors are not paid employees of the Council and their allowances should not be treated as salary.
4. **Special Responsibility Allowances**
  - 4.1 A Special Responsibility Allowance shall be paid to those Councillors (in addition to the Basic Allowance) who hold the special responsibilities in relation to the Authority that are specified in Paragraph 12 of this Scheme.
  - 4.2 Subject to paragraph 6, the amount of each such allowance shall be the amount specified against that special responsibility in that Schedule.
  - 4.3 Councillors be permitted to claim no more than two Special Responsibility allowances. Where it appears to a Councillor that this policy has brought about an inequitable situation, that person may appeal to have the matter reviewed, to the independent Adjudication Panel (see paragraph 6 (7) post).
  - 4.4 The Chief Executive, in consultation with the Leader of the Council and having regard to the guidance provided at Schedule 2 below, be authorised to approve the attendance of Councillors at appropriate events where they would be representing the Council and to make payment of any other relevant travel and subsistence expenses covered by the Scheme for the relevant period of absence from home, providing that authority for attendance is given by the Chief Executive in advance of the event taking place.

## **5. Claiming of Allowances**

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

## **6. Part-Year Entitlements**

- 6.1 The provisions of this paragraph shall have effect to regulate the entitlements of a Councillor to Basic and Special Responsibility Allowances where, in the course of the year, this Scheme is amended or that Councillor becomes, or ceases to be, a Councillor or accepts or relinquishes a Special Responsibility in respect of which a Special Responsibility Allowance is payable.
- 6.2 If an amendment to this Scheme changes the amount to which a Councillor is entitled by way of a Basic Allowance or a Special Responsibility Allowance, then in relation to each of the periods
- a) beginning with the year and ending with the day before that on which the first amendment in that year takes effect, or
  - b) beginning with the day on which an amendment takes effect and ending with the day before that on which the next amendment takes effect, or (if none) with the year, the entitlement to such an allowance shall be to the payment of such part of the amount of the allowance under this Scheme as it has effect during the relevant period as bears to the whole the same proportion as the number of the days in the period bears to the number of days in the year.
- 6.3 Where the term of office of a Councillor begins or ends otherwise than at the beginning or end of a year, the entitlement of that Councillor to a Basic Allowance shall be to the payment to such part of the Basic Allowance as bears to the whole the same proportion as the number of days during which his or her term of office subsists bears to the number of days in that year.
- 6.4 Where this Scheme is amended as mentioned in sub-paragraph (2) above, and the term of office of a Councillor does not subsist throughout the period mentioned in sub-paragraph (2)(a) above, the entitlement of any such Councillor to a Basic Allowance shall be to the payment of such part of the Basic Allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days which his or her term of office as a Councillor subsists bears to the number of days in that period.
- 6.5 Where a Councillor has during part of, but not throughout, a year special responsibilities as entitle him or her to a Special Responsibility Allowance, that Councillor's entitlement shall be to the payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he or she has such special responsibilities bears to the number of days in that year.
- 6.6 Where this Scheme is amended as mentioned in sub-paragraph (2) above, and a Councillor has during part, but does have throughout the whole, of any period mentioned in sub-paragraph (2)(a) of that paragraph any such special responsibilities as entitle him or her to a Special Responsibility Allowance, that Councillor's or Independent Person's entitlement shall be to the payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.

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

## **7. Travelling and Subsistence Allowances**

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

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

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

## **8. Childcare and Dependant Carers' Allowance**

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

## **9. Claims**

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

## **10. Payments**

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

## **11. Updating**

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

## **12. Special Responsibility Allowances**

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

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

## **Travelling and Subsistence Allowances**

### **A. Travelling**

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

\* Mileage rate for Council officers.

### **B. Subsistence**

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

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

## **Schedule 2**

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

#### **Introduction**

- 1.** Under the Scheme of Delegation, the Chief Executive has been granted delegated authority, in consultation with the Leader of the Council, to approve attendance by Members at conferences, seminars or meetings which have not previously been approved by the Council.
- 2.** In exercising his/her delegation the Chief Executive must have regard to these guidelines.  
Guidelines
- 3.** The Chief Executive must ensure that there is sufficient budgetary provision taking into account:-
  - a) The financial provision required for the support and development needs of all Members for the financial year in question.
  - b) The cost and quality of the seminar/conference/meeting where applicable.
- 4.** The Chief Executive must ensure that:-
  - a) The meeting/conference/seminar is relevant to the Member's role and responsibilities at the Council, (i.e. by virtue of membership of a Committee, Sub Committee, Task Group, Panel or Outside Body) or, his/her position as Chairman or Vice-Chairman of a Committee, Sub- Committee, Task Group, Panel or Outside Body, OR
  - b) Attendance would be beneficial to the Council or non-attendance would be prejudicial to the Council or its standing in the wider community, OR
  - c) The conference/seminar/meeting provides necessary or relevant training or education to the Member in his her capacity as a Borough Councillor.



<b>Full Council</b>	<b>Tuesday, 16 April 2024</b>	<b>Matter for Information and Decision</b>
---------------------	-----------------------------------	--

**Report Title:** **Draft Schedule of Council and Allied Meetings (2024/25)**

**Report Author(s):** **Sebastian Wheeliker (Senior Democratic  
& Electoral Services Officer)**

<b>Purpose of Report:</b>	This report seeks Members’ recommendation of the draft Schedule of Council and Allied Meetings (“the draft Schedule”) for the municipal year 2024/25 to Full Council for approval and adoption at its Annual General Meeting (AGM) on Tuesday, 14 May 2024.
<b>Report Summary:</b>	It is highly expedient in terms of forward-planning that a draft Schedule be drawn-up and recommended at the earliest available opportunity ahead of its formal approval and adoption at the AGM.
<b>Recommendation(s):</b>	<p><b>A. That the draft Schedule of Council and Allied Meetings for 2024/25 (as set out at Appendix 1 and 2 to this report) be recommended to Full Council for approval and adoption at its AGM scheduled on Tuesday 14 May 2024;</b></p> <p><b>B. That the draft Schedule of Council and Allied Meetings for 2024/25 (as may be recommended) be circulated to all Members and Officers ahead of the AGM; and</b></p> <p><b>C. That the proposed dates, times and venues of meetings for 2024/25 be provisionally entered onto the Council’s meeting management application accordingly.</b></p>
<b>Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):</b>	<p>David Gill (Head of Law &amp; Democracy / Monitoring Officer) (0116) 257 2626 <a href="mailto:david.gill@oadby-wigston.gov.uk">david.gill@oadby-wigston.gov.uk</a></p> <p>Samuel Ball (Legal &amp; 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></p> <p>Sebastian Wheeliker (Senior Democratic &amp; Electoral Services Officer) (0116) 257 2854 <a href="mailto:sebastian.wheeliker@oadby-wigston.gov.uk">sebastian.wheeliker@oadby-wigston.gov.uk</a></p>
<b>Strategic Objectives:</b>	Our Council (SO1)
<b>Vision and Values:</b>	"Our Borough - The Place To Be" (Vision)
<b>Report Implications:-</b>	
Legal:	There are no implications directly 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:	Click to select or insert narrative.
<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>	<ul style="list-style-type: none"> <li>• Councillor Samia Z Haq (Leader of the Council)</li> <li>• Councillor Lee A Bentley (Deputy Leader of the Council)</li> <li>• Senior Leadership Team</li> </ul>
<b>Background Papers:</b>	None.
<b>Appendices:</b>	<ol style="list-style-type: none"> <li>1. Draft Schedule of Council &amp; Allied Meetings (2024/25) (Calendar)</li> <li>2. Draft Schedule of Council &amp; Allied Meetings (2024/25) (List)</li> </ol>

## 1. Background

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

## 2. Draft Schedule of Council & Allied Meetings (2024/25)

- 2.1 The attached draft Schedule sets out the proposed dates, times and venues of meetings for the municipal year 2024/25. The draft Schedule also includes other meetings, induction sessions, events and useful dates (including school and bank holidays) allied to the Council.
- 2.2 The Appendices to this report provides the proposed dates, times and venues in both a calendar (**Appendix 1**) and table (**Appendix 2**) format. The table at **Appendix 2** further groups and organises the meetings/events by type and chronology.
- 2.3 All proposed meeting venues currently marked 'TBC' will be confirmed at a later date. Any venues for meetings currently marked as 'Remote Audio-Video Conference' is a reference to the hosting of that meeting on the Council's unified communications platform Microsoft Teams.

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

**3. Information**

3.1 Quarterly Performance Reporting

3.1.1 The following committees are subject to quarterly reporting requirements:

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

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

<b>Quarter</b>	<b>Covers</b>	<b>Data Collection</b>	<b>Finish Reports</b>	<b>Meeting Dates</b>
4 (2023/24)	Jan-Feb-Mar	April 2023	May 2024	Second week of June to first week of July 2024
1 (2024/25)	Apr-May-June	July 2024	August 2024	First week of September to first week of October
2 (2024/25)	July-Aug-Sep	October 2024	November 2024	Fourth week of November to second week of December
3 (2024/25)	Oct-Nov-Dec	January 2025	February 2025	First week of March to second week of April

3.2 **Other Considerations**

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

- As far as possible, the order of meetings within the committee cycle is related to the character of business. Council meetings to which recommendations may need to be referred to, or committees which regularly or periodically have to consider the outcomes or recommendations of other committees, therefore meet at the end of the cycle, but in sufficient time before the relevant meeting to enable reports to be prepared and incorporated within the relevant agenda and management timetable.

- As far as possible, clashes of meetings and events have been avoided. However, inevitably, given the constraints of avoiding school/public/religious holidays etc. and the number of meetings to be accommodated on specific days of the week, there are unavoidable occasions where there are overlaps of meetings and events.
- As far as possible, school/religious holidays etc. and party conference, weeks have been avoided. Although it has not been possible to keep those weeks completely clear, particularly if certain scheduled meetings are required to take place within statutory or other prescribed timeframes (e.g. Council Tax and Budget Setting).
- As far as possible, meetings have not been scheduled on Mondays or Fridays.
- What may appear at the moment to be “free” days may be filled, for example, by subcommittee meetings, certain quasi-judicial hearings and political group meetings etc.

#### **4. Publication of the Schedule**

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

#### **5. Going Forward**

- 5.1 If the draft Schedule is recommended by Members, the final Schedule shall be put before Full Council for approval and adoption at its Annual General Meeting (AGM) on Tuesday, 14 May 2024. As such, it is important to note that the draft Schedule is to be considered as provisional and therefore subject to further, albeit minor, amendments until such time. It is also recommended that the draft Schedule, as may be recommended, be circulated to all Members ahead of the AGM to give them some indication as to their expected availability.
- 5.2 As recommended, Members are also asked to resolve that the proposed dates, times and venues of meetings of the draft Schedule be provisionally entered onto the Council’s meeting management application (Modern.Gov) so as to pre-empt any administrative burden upon Democratic Services on or after 14 May 2024. By doing so, the information entered will be publicly-viewable via the ‘Meeting Dates, Agendas and Minutes’ section of the Council’s website: however, these will be clearly marked as ‘Provisional’ until confirmed.

# May 2024

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
29 Apr	30	1 May	2	3
		Elections (Combined Room (Civic Suite), SW2-1743-F74GK) To 4 May →		
		Mental Health Awareness Month (N/A)		
		10:00 Chair Pre-Meeting (SDC)		
		19:00 Ad-Hoc Members' Training		
6	7	8	9	10
Early May Bank Holiday (N/A)	10:00 Mayor Pre-Meeting (FC) (AGM) 14/05/24 (Microsoft Teams (Remote Audio-Video Conference)) - 18:00 Private Appointment	18:00 Chair Pre-Meeting (DCC) 30/05/24 (Microsoft Teams (Remote Audio-Video)) 18:00 Place Shaping Working Group (PSWG) (Microsoft Teams)	10:00 Chair Pre-Meeting (LRC) 20/06/24 (Microsoft Teams (Remote Audio-Video Conference))	
13	14	15	16	17
	10:00 Chair Pre-Meeting (PFDC) 25/06/24 (Microsoft Teams) 14:00 Private Appointment 19:00 Full Council (FC)   Annual General Meeting (AGM)		18:30 Oadby Residents' Forum (ORF) (Civic Suite, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ) 18:30 Private Appointment -	International Day Against Homophobia, Transphobia and Biphobia (N/A)
20	21	22	23	24
	13:30 Health & Wellbeing Board (HWBB) (Microsoft Teams (Remote Audio-Video Conference))	18:30 Wigston Residents' Forum (WRF) (TBC)		
27	28	29	30	31
Half-Term Break (Summer) (N/A) To 2 Jun →				
Spring Bank Holiday (N/A)	10:00 Chair Pre-Meeting (AC) 09/07/24 (Microsoft Teams) 18:30 South Wigston Residents' Forum (SWRF) (TBC)		17:00 Private Appointment 19:00 Development Control Committee (DCC) (Civic Suite 2, Brocks Hill Council Offices,	

# June 2024

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 Jun	4	5	6	7
10 14:00 Community Safety Partnership (CSP) (TBC)	11 19:00 Service Delivery Committee (SDC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ) - DemocraticServices	12 10:00 Private Appointment 10:00 Private Appointment -	13 10:00 Chair Pre-Meeting (ORF) 11/07/24 (Microsoft Teams (Remote Audio-Video Conference))	14
17	18	19 10:00 Chair Pre-Meeting (WRF) 17/07/24 (Microsoft Teams (Remote Audio-Video Conference))	20 18:30 Licensing & Regulatory Committee (LRC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	21
24 15:00 Chair Pre-Meeting (DCC) 27/06/24 (Microsoft Teams (Remote Audio-Video Conference))	25 10:00 Chair Pre-Meeting (SWRF) 23/07/24 (Microsoft Teams (Remote Audio-Video Conference)) 12:00 Mayor Pre-Meeting (FC) 02/07/24 (Microsoft Teams) 19:00 Policy, Finance & Development Committee (PFDC)	26	27 19:00 Development Control Committee (DCC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	28

Draft Schedule of Council & Allied Meetings (2024/25) (Calendar View)

# July 2024

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
1 Jul Alcohol Awareness Week (N/A)	2 19:00 Full Council (FC) (Civic Suite, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	3 19:00 Ad-Hoc Members' Training etc. (M-BIT) (TBC)	4 18:00 Children & Young Peoples' Forum (CYPF) (Microsoft Teams (Remote Audio-Video Conference))	5
8	9 18:00 Audit Committee (AC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	10 19:00 Youth Council (YC) (TBC)	11 18:30 Oadby Residents' Forum (ORF) (Civic Suite, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	12 Full-Term Break To 25 Aug →
15	16	17 19:00 Wigston Residents' Forum (WRF) (TBC)	18	19 Full-Term Break To 25 Aug →
22	23 14:00 Chair Pre-Meeting (SDC) 03/09/24 (Microsoft Teams) 19:00 South Wigston Residents' Forum (SWRF) (TBC)	24	25 19:00 Development Control Committee (DCC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby,	26 Full-Term Break To 25 Aug →
29 15:00 Chair Pre-Meeting (DCC) 25/07/24 (Microsoft Teams (Remote Audio-Video Conference))	30 10:00 Chair Pre-Meeting (PFDC) 10/09/24 (Microsoft Teams (Remote Audio-Video Conference))	31 18:00 Constitutional Working Group (CWG) (Remote Audio-Video Conference)	1 Aug	2

~ Page 53 ~

# August 2024

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
29 Jul	30	31	1 Aug Full-Term Break	2
5 ← From 10 Jul	6	7	8 14:00 Chair Pre-Meeting (LRC) 19/09/24 (Microsoft Teams) 18:00 Armed Forces Working Group (AFWG) (Microsoft Teams)	9
12 ← From 10 Jul 14:00 Community Safety Partnership (CSP) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby,	13	14	15	16
19 ← From 10 Jul Raksha Bandhan (N/A)	20	21 10:00 Chair Pre-Meeting (AC) 02/10/24 (Microsoft Teams (Remote Audio-Video Conference))	22	23
26 Summer Bank Holiday (N/A)	27	28	29	30

~ Page 54 ~

# September 2024

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 Sep 15:00 Chair Pre-Meeting (DCC) 05/09/24 (Microsoft Teams (Remote Audio-Video Conference))	3 Merchant Navy Day (N/A) 19:00 Service Delivery Committee (SDC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	4	5 19:00 Development Control Committee (DCC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	6
9	10 World Suicide Prevention Day (N/A) 19:00 Policy, Finance & Development Committee (PFDC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	11 18:00 Place Shaping & Climate Change Working Group (PSCCWG) (Microsoft Teams (Remote Audio-Video Conference))	12	13
16	17 10:00 Mayor Pre-Meeting (FC) 24/09/24 (Microsoft Teams (Remote Audio-Video Conference)) 18:00 Private Appointment	18	19 18:30 Licensing & Regulatory Committee (LRC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	20
23	24 19:00 Full Council (FC) (Civic Suite, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	25	26 10:00 Chair Pre-Meeting (ORF) 17/10/24 (Microsoft Teams (Remote Audio-Video Conference))	27 World's Biggest Coffee Morning with MacMillan (N/A)
30 15:00 Chair Pre-Meeting (DCC) 03/10/24 (Microsoft Teams (Remote Audio-Video Conference))	1 Oct	2	3	4

~ Page 55 ~

# October 2024

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
30 Sep	1 Oct Black History Month (N/A)	2 Rosh Hashana (N/A) 10:00 Chair Pre-Meeting (WRF) 23/10/24 (Microsoft Teams) 18:00 Audit Committee (AC) (Civic Suite 2, Brocks Hill Council)	3 19:00 Development Control Committee (DCC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	4
7 14:00 Community Safety Partnership (CSP) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	8 10:00 Chair Pre-Meeting (SWRF) 29/10/24 (Microsoft Teams (Remote Audio-Video Conference))	9 19:00 Ad-Hoc Members' Training etc. (M-BIT) (TBC)	10 World Mental Health Day (N/A) 18:00 Children & Young Peoples' Forum (CYPF) (Microsoft Teams (Remote Audio-Video Conference))	11 Yom Kippur (N/A)
14	15 13:30 Chair Pre-Meeting (SDC) 26/11/24 (Brocks Hill - Civic Suite 1)	16	17	18
21	22	23	24	25
Half-Term Break (N/A)				
	14:00 Chair Pre-Meeting (PFDC) 05/12/23 (Microsoft Teams (Remote Audio-Video Conference)) -		10:00 Chair Pre-Meeting (LRC) 07/12/23 (Microsoft Teams) 18:30 Oadby Residents' Forum (ORF) (Civic Suite, Brocks Hill)	
28 15:00 Chair Pre-Meeting (DCC) 31/10/24 (Microsoft Teams (Remote Audio-Video Conference))	29	30 10:00 Chair Pre-Meeting (AC) 11/12/24 (Microsoft Teams (Remote Audio-Video Conference)) 18:30 Wigston Residents' Forum (WRF) (TBC)	31 Halloween (N/A) 19:00 Development Control Committee (DCC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby,	1 Nov

# November 2024

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

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
28 Oct	29	30	31	1 Nov Diwali/Deepavali (N/A)
4	5 Guy Fawkes Night/Bonfire Night (N/A)	6 18:30 South Wigston Residents' Forum (SWRF) (TBC)	7 18:00 Members' Training (M-BIT)   Planning (DCC) (Additional) (TBC)	8
11 Remembrance Day (N/A)	12 13:30 Community Engagement Forum (CEF) (Microsoft Teams (Remote Audio-Video Conference))	13 19:00 Ad-Hoc Members' Training etc. (M-BIT) (TBC) 19:00 Youth Council (YC) (TBC)	14 18:00 Members' Training (M-BIT)   Licensing (LRC) (Additional) (TBC)	15 Birthday of Guru Nanak (N/A)
18	19	20 18:00 Place Shaping & Climate Change Working Group (PSCCWG) (Microsoft Teams (Remote Audio-Video Conference))	21 17:00 Children & Young People's Forum (CYPF) (Microsoft Teams (Remote Audio-Video Conference))	22
25 15:00 Chair Pre-Meeting (DCC) 28/11/24 (Microsoft Teams (Remote Audio-Video Conference))	26 19:00 Service Delivery Committee (SDC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	27	28 19:00 Development Control Committee (DCC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	29

# December 2024

December 2024							January 2025						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30	31		
30	31												

~ Page 58 ~

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
2 Dec	3 International Day of Persons with Disabilities (N/A) 10:00 Mayor Pre-Meeting (FC)10/12/24 (Microsoft Teams) 19:00 Policy, Finance &	4 19:00 Ad-Hoc Members' Training etc. (M-BIT) (TBC)	5 18:30 Licensing & Regulatory Committee (LRC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	6
9 14:00 Community Safety Partnership (CSP) (Civic Suite 2, Brocks Hill Council Offices, 15:00 Chair Pre-Meeting (DCC) 12/12/24 (Microsoft Teams)	10 19:00 Full Council (FC) (Civic Suite, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	11 15:30 Chair Pre-Meeting (AC) 22/01/25 (Microsoft Teams (Remote Audio-Video Conference))	12 19:00 Development Control Committee (DCC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	13
16	17 10:00 Chair Pre-Meeting (PFDC) 04/02/25 (Microsoft Teams (Remote Audio-Video Conference))	18	19 10:00 Chair Pre-Meeting (AFWG) 06/02/25 (Microsoft Teams (Remote Audio-Video Conference))	20
23	24	25	26	27
Full Term Break				
	Christmas Eve (N/A)	Christmas Day (N/A) Hanukkah (N/A)	Boxing Day (N/A)	To 5 Jan →
30	31 New Year's Eve (N/A)	1 Jan 25	2	3
Full Term Break				

# January 2025

January 2025							February 2025						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
6	7	8	9	10	11	12	3	4	5	6	7	8	9
13	14	15	16	17	18	19	10	11	12	13	14	15	16
20	21	22	23	24	25	26	17	18	19	20	21	22	23
27	28	29	30	31			24	25	26	27	28		

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
30 Dec	31	1 Jan 25 Full Term Break New Year's Day (N/A)	2	3
6	7	8 19:00 Ad-Hoc Members' Training etc. (M-BIT) (TBC)	9	10
13	14	15 19:00 Youth Council (YC) (TBC)	16 10:00 Chair Pre-Meeting (ORF) 13/02/25 (Microsoft Teams (Remote Audio-Video Conference))	17
20	21 18:00 Children & Young Peoples' Forum (CYPF) (Microsoft Teams (Remote Audio-Video Conference))	22 10:00 Chair Pre-Meeting (WRF) 19/02/25 (Microsoft Teams (Remote Audio-Video Conference)) 18:00 Audit Committee (AC) (Civic Suite 2, Brocks Hill Council)	23 10:00 Chair Pre-Meeting (LRC) 06/03/25 (Microsoft Teams (Remote Audio-Video Conference))	24
27 Holocaust Memorial Day (N/A) 15:00 Chair Pre-Meeting (DCC) 30/01/25 (Microsoft Teams (Remote Audio-Video Conference))	28 10:00 Chair Pre-Meeting (SWRF) 26/02/25 (Microsoft Teams (Remote Audio-Video Conference))	29 Chinese New Year (N/A) 10:00 Chair Pre-Meeting (PSWG) 13/03/24 (Microsoft Teams) 18:00 Constitutional Working Group (CWG) (Microsoft Teams (Remote Audio-Video Conference))	30 19:00 Development Control Committee (DCC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	31

# February 2025

February 2025							March 2025						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
					1	2						1	2
3	4	5	6	7	8	9	3	4	5	6	7	8	9
10	11	12	13	14	15	16	10	11	12	13	14	15	16
17	18	19	20	21	22	23	17	18	19	20	21	22	23
24	25	26	27	28			24	25	26	27	28	29	30
							31						

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 Feb	4 10:00 Chair Pre-Meeting (SDC) 11/03/25 (Microsoft Teams (Remote Audio-Video Conference)) 19:00 Policy, Finance & Development Committee (PFDC)   MTFS & Budget (2025/26) (Civic	5 19:00 Ad-Hoc Members' Training etc. (M-BIT) (TBC)	6 18:00 Armed Forces Working Group (AFWG) (Microsoft Teams (Remote Audio-Video Conference))	7
10 14:00 Community Safety Partnership (CSP) (TBC)	11 10:00 Chair Pre-Meeting (PFDC) 25/04/25 (Microsoft Teams (Remote Audio-Video Conference)) 13:30 Community Engagement Forum (CEF) (Microsoft Teams (Remote Audio-Video	12 19:00 Youth Council (YC) (TBC)	13 10:00 Mayor Pre-Meeting (FC) 25/02/25 (Microsoft Teams (Remote Audio-Video Conference)) 18:30 Oadby Residents' Forum (ORF) (Civic Suite, Brocks Hill Council Offices, Washbrook Lane,	14
17	18 13:30 Health & Wellbeing Board (HWBB) (Microsoft Teams (Remote Audio-Video Conference)) 18:00 Private Appointment	19 18:30 Wigston Residents' Forum (WRF) (TBC)	20	21
Half-Term Break (N/A)				
24 15:00 Chair Pre-Meeting (DCC) 27/02/25 (Microsoft Teams (Remote Audio-Video Conference))	25 19:00 Full Council (FC)   Council Tax & Budget Setting (2025/26) (Civic Suite, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	26 10:00 Chair Pre-Meeting (AC) 09/04/25 (Microsoft Teams (Remote Audio-Video Conference)) 18:30 South Wigston Residents' Forum (SWRF) (TBC)	27 19:00 Development Control Committee (DCC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	28 Ramadan (N/A)

~ Page 60 ~

# March 2025

March 2025							April 2025						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30				
31													

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
3 Mar	4	5 19:00 Ad-Hoc Members' Training etc. (M-BIT) (TBC)	6 18:30 Licensing & Regulatory Committee (LRC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	7
10 Commonwealth Day (N/A)	11 19:00 Service Delivery Committee (SDC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	12 18:00 Place Shaping & Climate Change Working Group (PSCCWG) (Microsoft Teams (Remote Audio-Video Conference))	13 19:00 Youth Council (YC) (TBC)	14 Holi (N/A)
17 St. Patrick's Day (N/A)	18	19	20	21
24 15:00 Chair Pre-Meeting (DCC) 27/03/25 (Microsoft Teams (Remote Audio-Video Conference))	25 19:00 Policy, Finance & Development Committee (PFDC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	26	27 19:00 Development Control Committee (DCC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	28
31	1 Apr	2	3	4

# April 2025

April 2025							May 2025						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
7	8	9	10	11	12	13	5	6	7	8	9	10	11
14	15	16	17	18	19	20	12	13	14	15	16	17	18
21	22	23	24	25	26	27	19	20	21	22	23	24	25
28	29	30					26	27	28	29	30	31	

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
31 Mar	1 Apr	2 19:00 Ad-Hoc Members' Training etc. (M-BIT) (TBC)	3 18:00 Children & Young Peoples' Forum (CYPF) (Microsoft Teams (Remote Audio-Video Conference))	4
7	8 10:00 Mayor Pre-Meeting (FC) 15/04/25 (Microsoft Teams) 14:00 Community Safety Partnership (CSP) (TBC) 18:00 Private Appointment	9 18:00 Audit Committee (AC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	10	11
14	15	16	17	18
Full-Term Break (N/A)				
15:00 Chair Pre-Meeting (DCC) 24/04/25 (Microsoft Teams (Remote Audio-Video Conference))	19:00 Full Council (FC) (Civic Suite, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	19:00 Youth Council (YC) (TBC)	10:00 Chair Pre-Meeting (ORF) 15/05/25 (Microsoft Teams (Remote Audio-Video Conference))	Good Friday (N/A)
21	22	23	24	25
Full-Term Break (N/A)				
Easter Monday (N/A)		St. George's Day (N/A) 10:00 Chair Pre-Meeting (WRF) 21/05/25 (Microsoft Teams (Remote Audio-Video	19:00 Development Control Committee (DCC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby,	
28	29 10:00 Chair Pre-Meeting (SWRF) 27/05/25 (Microsoft Teams (Remote Audio-Video Conference))	30	1 May	2

~ Page 62 ~

# May 2025

May 2025							June 2025						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
5	6	7	1	2	3	4	2	3	4	5	6	7	8
12	13	14	8	9	10	11	9	10	11	12	13	14	15
19	20	21	15	16	17	18	16	17	18	19	20	21	22
26	27	28	22	23	24	25	23	24	25	26	27	28	29
			29	30	31		30						

~ Page 63 ~

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
28 Apr	29	30	1 May Mental Health Awareness Month (N/A)	2
5 Early May Bank Holiday (N/A)	6 10:00 Mayor Pre-Meeting (FC) (AGM) 13/05/25 (Microsoft) 18:00 Private Appointment 19:00 Ad-Hoc Members' Training etc. (M-BIT) (TBC)	7 18:00 Place Shaping & Climate Change Working Group (PSCCWG) (Microsoft Teams (Remote Audio-Video Conference))	8	9
12	13 19:00 Full Council (FC)   Annual General Meeting (AGM) (2025/26) (Civic Suite, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	14 18:30 Oadby Residents' Forum (ORF) (Civic Suite, Brocks Hill Council Offices, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	15	16
19	20 13:30 Health & Wellbeing Board (HWBB) (Microsoft Teams (Remote Audio-Video Conference))	21 18:30 Wigston Residents' Forum (WRF) (TBC)	22	23
26	27 18:30 South Wigston Residents' Forum (SWRF) (TBC)	28	29	30
Half-Term Break (Summer) (N/A)				
15:00 Chair Pre-Meeting (DCC) 29/05/25 (Microsoft Teams (Remote Audio-Video Conference))			19:00 Development Control Committee (DCC) (Civic Suite 2, Brocks Hill Council Offices, Washbrook Lane, Oadby,	To 1 Jun →

Meeting/Event	Meeting/Event Title (Acronym)	Additional Notes	Date/Time	Venue/Location
(none): 2 item(s)				
Adam: 1 item(s)				
Bank Holiday: 9 item(s)				
	Bank Holiday	Early May Bank Holiday	Mon 06/05/24 00:00	N/A
	Bank Holiday	Spring Bank Holiday	Mon 27/05/24 00:00	N/A
	Bank Holiday	Summer Bank Holiday	Mon 26/08/24 00:00	N/A
	Bank Holiday	Christmas Day	Wed 25/12/24 00:00	N/A
	Bank Holiday	Boxing Day	Thu 26/12/24 00:00	N/A
	Bank Holiday	New Year's Day	Wed 01/01/25 00:00	N/A
	Bank Holiday	Good Friday	Fri 18/04/25 00:00	N/A
	Bank Holiday	Easter Monday	Mon 21/04/25 00:00	N/A
	Bank Holiday	Early May Bank Holiday	Mon 05/05/25 00:00	N/A
Chair Pre-Meeting: 52 item(s)				
	Chair Pre-Meeting	Chair Pre-Meeting (SDC) 11/06/24	For Service Delivery Committee on 11 June 2024	Wed 01/05/24 10:00 Remote Audio-Video Conference
	Chair Pre-Meeting	Mayor Pre-Meeting (FC) (AGM) 14/05/24	For Full Council on 14 May 2024	Tue 07/05/24 10:00 Microsoft Teams (Remote Audio-Video Con...
	Chair Pre-Meeting	Chair Pre-Meeting (DCC) 30/05/24	For Development Control Committee on 30 May 2024	Wed 08/05/24 18:00 Microsoft Teams (Remote Audio-Video Con...
	Chair Pre-Meeting	Chair Pre-Meeting (LRC) 20/06/24	For Licensing and Regulatory Committee on 20 June 2024	Thu 09/05/24 10:00 Microsoft Teams (Remote Audio-Video Con...
	Chair Pre-Meeting	Chair Pre-Meeting (PFDC) 25/06/24	For Policy, Finance & Development Committee on 25 June ...	Tue 14/05/24 10:00 Microsoft Teams (Remote Audio-Video Con...
	Chair Pre-Meeting	Chair Pre-Meeting (AC) 09/07/24	For Audit Committee on 9 July 2024	Tue 28/05/24 10:00 Microsoft Teams (Remote Audio-Video Con...
	Chair Pre-Meeting	Chair Pre-Meeting (ORF) 11/07/24	For Oadby Residents' Forum on 11 July 2024	Thu 13/06/24 10:00 Microsoft Teams (Remote Audio-Video Con...
	Chair Pre-Meeting	Chair Pre-Meeting (WRF) 17/07/24	For Wigston Residents' Forum on 17 July 2024	Wed 19/06/24 10:00 Microsoft Teams (Remote Audio-Video Con...
	Chair Pre-Meeting	Chair Pre-Meeting (DCC) 27/06/24	For Development Control Committee on 27 June 2024	Mon 24/06/24 15:00 Microsoft Teams (Remote Audio-Video Con...
	Chair Pre-Meeting	Chair Pre-Meeting (SWRF) 23/07/24	For South Wigston Residents' Forum on 23 July 2024	Tue 25/06/24 10:00 Microsoft Teams (Remote Audio-Video Con...
	Chair Pre-Meeting	Mayor Pre-Meeting (FC) 02/07/24	For Full Council on 2 July 2024	Tue 25/06/24 12:00 Microsoft Teams (Remote Audio-Video Con...
	Chair Pre-Meeting	Chair Pre-Meeting (DCC) 25/07/24	For Development Control Committee on 25 July 2024	Mon 22/07/24 15:00 Microsoft Teams (Remote Audio-Video Con...
	Chair Pre-Meeting	Chair Pre-Meeting (SDC) 03/09/24	For Service Delivery Committee on 3 September 2024	Tue 23/07/24 14:00 Microsoft Teams (Remote Audio-Video Con...
	Chair Pre-Meeting	Chair Pre-Meeting (PFDC) 10/09/24	For Policy, Finance & Development Committee on 10 Sept...	Tue 30/07/24 10:00 Microsoft Teams (Remote Audio-Video Con...
	Chair Pre-Meeting	Chair Pre-Meeting (LRC) 19/09/24	For Licensing & Regulatory Committee on 19 September 2...	Thu 08/08/24 14:00 Microsoft Teams (Remote Audio-Video Con...
	Chair Pre-Meeting	Chair Pre-Meeting (AC) 02/10/24	For Audit Committee on 2 October 2024	Wed 21/08/24 10:00 Microsoft Teams (Remote Audio-Video Con...
	Chair Pre-Meeting	Chair Pre-Meeting (DCC) 05/09/24	For Development Control Committee on 5 September 2024	Mon 02/09/24 15:00 Microsoft Teams (Remote Audio-Video Con...
	Chair Pre-Meeting	Mayor Pre-Meeting (FC) 24/09/24	For Full Council on 24 September 2024	Tue 17/09/24 10:00 Microsoft Teams (Remote Audio-Video Con...
	Chair Pre-Meeting	Chair Pre-Meeting (ORF) 17/10/24	For Oadby Residents' Forum 17 October 2024	Thu 26/09/24 10:00 Microsoft Teams (Remote Audio-Video Con...
	Chair Pre-Meeting	Chair Pre-Meeting (DCC) 03/10/24	For Development Control Committee on 3 October 2024	Mon 30/09/24 15:00 Microsoft Teams (Remote Audio-Video Con...
	Chair Pre-Meeting	Chair Pre-Meeting (WRF) 23/10/24	For Wigston Residents' Forum on 23 October 2024	Wed 02/10/24 10:00 Microsoft Teams (Remote Audio-Video Con...
	Chair Pre-Meeting	Chair Pre-Meeting (SWRF) 29/10/24	For South Wigston Residents' Forum on 29 October 2024	Tue 08/10/24 10:00 Microsoft Teams (Remote Audio-Video Con...
	Chair Pre-Meeting	Chair Pre-Meeting (SDC) 26/11/24	For Service Delivery Committee on 26 November 2024	Tue 15/10/24 13:00 Microsoft Teams (Remote Audio-Video Con...
	Chair Pre-Meeting	Chair Pre-Meeting (PFDC) 05/12/23	For Policy, Finance & Development Committee on 5 Dece...	Tue 22/10/24 14:00 Microsoft Teams (Remote Audio-Video Con...
	Chair Pre-Meeting	Chair Pre-Meeting (LRC) 07/12/23	For Licensing & Regulatory Committee on 7 December 202...	Thu 24/10/24 10:00 Microsoft Teams (Remote Audio-Video Con...

Draft Schedule of Council & Allied Meetings (2024/25) (List View)

📅	Meeting/Event	Meeting/Event Title (Acronym)	Additional Notes	Date/Time	Venue/Location
📅	Chair Pre-Meeting	Chair Pre-Meeting (DCC) 31/10/24	For Development Control Committee on 31 October 2024	Mon 28/10/24 15...	Microsoft Teams (Remote Audio-Video Con...
📅	Chair Pre-Meeting	Chair Pre-Meeting (AC) 11/12/24	For Audit Committee on 11 December 2024	Wed 30/10/24 10...	Microsoft Teams (Remote Audio-Video Con...
📅	Chair Pre-Meeting	Chair Pre-Meeting (DCC) 28/11/24	For Development Control Committee on 28 November 2024	Mon 25/11/24 15...	Microsoft Teams (Remote Audio-Video Con...
📅	Chair Pre-Meeting	Mayor Pre-Meeting (FC)10/12/24	For Full Council on 10 December 2024	Tue 03/12/24 10:...	Microsoft Teams (Remote Audio-Video Con...
📅	Chair Pre-Meeting	Chair Pre-Meeting (DCC) 12/12/24	For Development Control Committee on 12 December 2024	Mon 09/12/24 15...	Microsoft Teams (Remote Audio-Video Con...
📅	Chair Pre-Meeting	Chair Pre-Meeting (AC) 22/01/25	For Audit Committee on 22 January 2025	Wed 11/12/24 15...	Microsoft Teams (Remote Audio-Video Con...
📅	Chair Pre-Meeting	Chair Pre-Meeting (PFDC) 04/02/25	For Policy, Finance & Development Committee on 4 Febru...	Tue 17/12/24 10:...	Microsoft Teams (Remote Audio-Video Con...
📅	Chair Pre-Meeting	Chair Pre-Meeting (AFWG) 06/02/25	For Armed Forces Working Group on 6 February 2025	Thu 19/12/24 10:...	Microsoft Teams (Remote Audio-Video Con...
📅	Chair Pre-Meeting	Chair Pre-Meeting (ORF) 13/02/25	For Oadby Residents' Forum on 13 February 2025	Thu 16/01/25 10:...	Microsoft Teams (Remote Audio-Video Con...
📅	Chair Pre-Meeting	Chair Pre-Meeting (WRF) 19/02/25	For Wigston Residents' Forum on 19 February 2025	Wed 22/01/25 10...	Microsoft Teams (Remote Audio-Video Con...
📅	Chair Pre-Meeting	Chair Pre-Meeting (LRC) 06/03/25	For Licensing & Regulatory Committee on 6 March 2025	Thu 23/01/25 10:...	Microsoft Teams (Remote Audio-Video Con...
📅	Chair Pre-Meeting	Chair Pre-Meeting (DCC) 30/01/25	For Development Control Committee on 30 January 2025	Mon 27/01/25 15...	Microsoft Teams (Remote Audio-Video Con...
📅	Chair Pre-Meeting	Chair Pre-Meeting (SWRF) 26/02/25	For South Wigston Residents' Forum on 26 February 2025	Tue 28/01/25 10:...	Microsoft Teams (Remote Audio-Video Con...
📅	Chair Pre-Meeting	Chair Pre-Meeting (PSWG) 13/03/24	For Place Shaping Working Group on 13 March 2024	Wed 29/01/25 10...	Microsoft Teams (Remote Audio-Video Con...
📅	Chair Pre-Meeting	Chair Pre-Meeting (SDC) 11/03/25	For Service Delivery Committee on 11 March 2025	Tue 04/02/25 10:...	Microsoft Teams (Remote Audio-Video Con...
📅	Chair Pre-Meeting	Chair Pre-Meeting (PFDC) 25/04/25	For Policy, Finance & Development Committee on 25 April ...	Tue 11/02/25 10:...	Microsoft Teams (Remote Audio-Video Con...
📅	Chair Pre-Meeting	Mayor Pre-Meeting (FC) 25/02/25	For Full Council on 25 February 2025	Thu 13/02/25 10:...	Microsoft Teams (Remote Audio-Video Con...
📅	Chair Pre-Meeting	Chair Pre-Meeting (DCC) 27/02/25	For Development Control Committee on 27 February 2025	Mon 24/02/25 15...	Microsoft Teams (Remote Audio-Video Con...
📅	Chair Pre-Meeting	Chair Pre-Meeting (AC) 09/04/25	For Audit Committee on 9 April 2025	Wed 26/02/25 10...	Microsoft Teams (Remote Audio-Video Con...
📅	Chair Pre-Meeting	Chair Pre-Meeting (DCC) 27/03/25	For Development Control Committee on 27 March 2025	Mon 24/03/25 15...	Microsoft Teams (Remote Audio-Video Con...
📅	Chair Pre-Meeting	Mayor Pre-Meeting (FC) 15/04/25	For Full Council on 15 April 2025	Tue 08/04/25 10:...	Microsoft Teams (Remote Audio-Video Con...
📅	Chair Pre-Meeting	Chair Pre-Meeting (DCC) 24/04/25	For Development Control Committee on 24 April 2025	Mon 14/04/25 15...	Microsoft Teams (Remote Audio-Video Con...
📅	Chair Pre-Meeting	Chair Pre-Meeting (ORF) 15/05/25	For Oadby Residents' Forum on 15 May 2025	Thu 17/04/25 10:...	Microsoft Teams (Remote Audio-Video Con...
📅	Chair Pre-Meeting	Chair Pre-Meeting (WRF) 21/05/25	For Wigston Residents' Forum on 21 May 2025	Wed 23/04/25 10...	Microsoft Teams (Remote Audio-Video Con...
📅	Chair Pre-Meeting	Chair Pre-Meeting (SWRF) 27/05/25	For South Wigston Residents' Forum on 27 May 2025	Tue 29/04/25 10:...	Microsoft Teams (Remote Audio-Video Con...
📅	Chair Pre-Meeting	Mayor Pre-Meeting (FC) (AGM) 13/05/25	For Full Council on 13 May 2025	Tue 06/05/25 10:...	Microsoft Teams (Remote Audio-Video Con...
📅	Chair Pre-Meeting	Chair Pre-Meeting (DCC) 29/05/25	For Development Control Committee on 29 May 2025	Mon 26/05/25 15...	Microsoft Teams (Remote Audio-Video Con...
Committee: 30 item(s)					
📅	Committee	Development Control Committee (DCC)	May (2024)	Thu 30/05/24 19:...	Civic Suite 2, Brocks Hill Council Offices, Wa...
📅	Committee	Service Delivery Committee (SDC)	Q4 (2023/24)	Tue 11/06/24 19:...	Civic Suite 2, Brocks Hill Council Offices, Wa...
📅	Committee	Licensing & Regulatory Committee (LRC)	Q4 (2023/24)	Thu 20/06/24 18:...	Civic Suite 2, Brocks Hill Council Offices, Wa...
📅	Committee	Policy, Finance & Development Committee (P...	Q4 (2023/24)	Tue 25/06/24 19:...	Civic Suite 2, Brocks Hill Council Offices, Wa...
📅	Committee	Development Control Committee (DCC)		Thu 27/06/24 19:...	Civic Suite 2, Brocks Hill Council Offices, Wa...
📅	Committee	Audit Committee (AC)		Tue 09/07/24 18:...	Civic Suite 2, Brocks Hill Council Offices, Wa...
📅	Committee	Development Control Committee (DCC)	July (2024)	Thu 25/07/24 19:...	Civic Suite 2, Brocks Hill Council Offices, Wa...
📅	Committee	Service Delivery Committee (SDC)	Q1 (2024/25)	Tue 03/09/24 19:...	Civic Suite 2, Brocks Hill Council Offices, Wa...
📅	Committee	Development Control Committee (DCC)	August (2024)	Thu 05/09/24 19:...	Civic Suite 2, Brocks Hill Council Offices, Wa...
📅	Committee	Policy, Finance & Development Committee (P...	Q1 (2024/25)	Tue 10/09/24 19:...	Civic Suite 2, Brocks Hill Council Offices, Wa...

Draft Schedule of Council & Allied Meetings (2024/25) (List View)

📅	Meeting/Event	Meeting/Event Title (Acronym)	Additional Notes	Date/Time	Venue/Location
📅	Committee	Licensing & Regulatory Committee (LRC)	Q1 (2024/25)	Thu 19/09/24 18:...	Civic Suite 2, Brocks Hill Council Offices, Wa...
📅	Committee	Audit Committee (AC)		Wed 02/10/24 18...	Civic Suite 2, Brocks Hill Council Offices, Wa...
📅	Committee	Development Control Committee (DCC)	September (2024)	Thu 03/10/24 19:...	Civic Suite 2, Brocks Hill Council Offices, Wa...
📅	Committee	Development Control Committee (DCC)	October (2024)	Thu 31/10/24 19:...	Civic Suite 2, Brocks Hill Council Offices, Wa...
📅	Committee	Service Delivery Committee (SDC)	Q2 (2024/25)	Tue 26/11/24 19:...	Civic Suite 2, Brocks Hill Council Offices, Wa...
📅	Committee	Development Control Committee (DCC)	November (2024)	Thu 28/11/24 19:...	Civic Suite 2, Brocks Hill Council Offices, Wa...
📅	Committee	Policy, Finance & Development Committee (P...	Q2 (2024/25) & Draft Budget Initiatives (2025/26)	Tue 03/12/24 19:...	Civic Suite 2, Brocks Hill Council Offices, Wa...
📅	Committee	Licensing & Regulatory Committee (LRC)	Q2 (2024/25)	Thu 05/12/24 18:...	Civic Suite 2, Brocks Hill Council Offices, Wa...
📅	Committee	Development Control Committee (DCC)	December (2024)	Thu 12/12/24 19:...	Civic Suite 2, Brocks Hill Council Offices, Wa...
📅	Committee	Audit Committee (AC)	Q3 (2024/25)	Wed 22/01/25 18...	Civic Suite 2, Brocks Hill Council Offices, Wa...
📅	Committee	Development Control Committee (DCC)	January (2025)	Thu 30/01/25 19:...	Civic Suite 2, Brocks Hill Council Offices, Wa...
📅	Committee	Policy, Finance & Development Committee (P...	Draft Budget (2025/26) & Medium-Term Financial Strategy...	Tue 04/02/25 19:...	Civic Suite 2, Brocks Hill Council Offices, Wa...
📅	Committee	Development Control Committee (DCC)	February (2025)	Thu 27/02/25 19:...	Civic Suite 2, Brocks Hill Council Offices, Wa...
📅	Committee	Licensing & Regulatory Committee (LRC)	Q3 (2024/25)	Thu 06/03/25 18:...	Civic Suite 2, Brocks Hill Council Offices, Wa...
📅	Committee	Service Delivery Committee (SDC)	Q3 (2024/25)	Tue 11/03/25 19:...	Civic Suite 2, Brocks Hill Council Offices, Wa...
📅	Committee	Policy, Finance & Development Committee (P...	Q3 (2024/25)	Tue 25/03/25 19:...	Civic Suite 2, Brocks Hill Council Offices, Wa...
📅	Committee	Development Control Committee (DCC)	March (2025)	Thu 27/03/25 19:...	Civic Suite 2, Brocks Hill Council Offices, Wa...
📅	Committee	Audit Committee (AC)	Q3 (2024/25)	Wed 09/04/25 18...	Civic Suite 2, Brocks Hill Council Offices, Wa...
📅	Committee	Development Control Committee (DCC)	April (2025)	Thu 24/04/25 19:...	Civic Suite 2, Brocks Hill Council Offices, Wa...
📅	Committee	Development Control Committee (DCC)	May (2025)	Thu 29/05/25 19:...	Civic Suite 2, Brocks Hill Council Offices, Wa...
Event and Festival Days: 42 item(s)					
📅	Event and Festiva...	Mental Health Awareness Month	National Observance (01/05/23-31/05/23)	Wed 01/05/24 00:...	N/A
📅	Event and Festiva...	International Day Against Homophobia, Tran...	LGBTQ International Observance	Fri 17/05/24 00:00	N/A
📅	Event and Festiva...	Armed Forces Day	National Observance	Sat 29/06/24 00:00	N/A
📅	Event and Festiva...	Alcohol Awareness Week	National Observance	Mon 01/07/24 00:...	N/A
📅	Event and Festiva...	Raksha Bandhan	Hindu Holy Day	Mon 19/08/24 00:...	N/A
📅	Event and Festiva...	Merchant Navy Day	National Observance	Tue 03/09/24 00:...	N/A
📅	Event and Festiva...	Samvatsari	Jain Forgiveness Day	Sat 07/09/24 00:00	N/A
📅	Event and Festiva...	World Suicide Prevention Day	International Observance	Tue 10/09/24 00:...	N/A
📅	Event and Festiva...	World Alzheimer's Day	International Observance	Sat 21/09/24 00:00	N/A
📅	Event and Festiva...	World's Biggest Coffee Morning with MacMill...	National Observance	Fri 27/09/24 00:00	N/A
📅	Event and Festiva...	Black History Month	International Observance	Tue 01/10/24 00:...	N/A
📅	Event and Festiva...	Rosh Hashana	Jewish Festival (02/10/24 – 04/10/24)	Wed 02/10/24 00:...	N/A
📅	Event and Festiva...	World Mental Health Day	International Observance	Thu 10/10/24 00:...	N/A
📅	Event and Festiva...	Yom Kippur	Jewish Holy Day (11/10/24 – 12/10/24)	Fri 11/10/24 00:00	N/A
📅	Event and Festiva...	National Hate Crime Awareness Week	National Observance (08/10/23-16/10/23)	Sat 12/10/24 00:00	N/A
📅	Event and Festiva...	Halloween	International Observance	Thu 31/10/24 00:...	N/A
📅	Event and Festiva...	Diwali/Deepavali	Hindu Festival of Light	Fri 01/11/24 00:00	N/A

Draft Schedule of Council & Allied Meetings (2024/25) (List View)

📅	Meeting/Event	Meeting/Event Title (Acronym)	Additional Notes	Date/Time	Venue/Location
📅	Event and Festiva...	Guy Fawkes Night/Bonfire Night	National Observance	Tue 05/11/24 00:...	N/A
📅	Event and Festiva...	Remembrance Sunday	International Observance	Sun 10/11/24 00:...	N/A
📅	Event and Festiva...	Remembrance Day	International Observance	Mon 11/11/24 00...	N/A
📅	Event and Festiva...	Birthday of Guru Nanak	Sikh Holy Day	Fri 15/11/24 00:00	N/A
📅	Event and Festiva...	St. Andrew's Day	National & Christian Holy Day	Sat 30/11/24 00:00	N/A
📅	Event and Festiva...	International Day of Persons with Disabilities	International Observance	Tue 03/12/24 00:...	N/A
📅	Event and Festiva...	Christmas Eve		Tue 24/12/24 00:...	N/A
📅	Event and Festiva...	Hanukkah	Jewish Festival (25/12/24 – 02/01/25)	Wed 25/12/24 00...	N/A
📅	Event and Festiva...	New Year's Eve	International Observance	Tue 31/12/24 00:...	N/A
📅	Event and Festiva...	Holocaust Memorial Day	Commemorative Event	Mon 27/01/25 00...	N/A
📅	Event and Festiva...	Chinese New Year	International Observance	Wed 29/01/25 00...	N/A
📅	Event and Festiva...	LGBTQ History Month/Pride Month	LGBTQ International Observance	Sat 01/02/25 00:00	N/A
📅	Event and Festiva...	Ramadan	Muslim Festival (28/02/25 – 29/03/25)	Fri 28/02/25 00:00	N/A
📅	Event and Festiva...	St. David's Day	National & Christian Holy Day	Sat 01/03/25 00:00	N/A
📅	Event and Festiva...	International Women's Day	International Observance	Sat 08/03/25 00:00	N/A
📅	Event and Festiva...	Commonwealth Day	National Observance	Mon 10/03/25 00...	N/A
📅	Event and Festiva...	Holi	Hindu Holy Day	Fri 14/03/25 00:00	N/A
📅	Event and Festiva...	St. Patrick's Day	National & Christian Holy Day	Mon 17/03/25 00...	N/A
📅	Event and Festiva...	Eid	Muslim Festival (30/04/25 – 31/04/25)	Sun 30/03/25 00:...	N/A
📅	Event and Festiva...	Passover/Pesach	Jewish Festival (12/04/25 – 20/04/25)	Sat 12/04/25 00:00	N/A
📅	Event and Festiva...	Easter Saturday	Christian Holy Day	Sat 19/04/25 00:00	N/A
📅	Event and Festiva...	Easter Sunday	Christian Holy Day	Sun 20/04/25 00:...	N/A
📅	Event and Festiva...	St. George's Day	National & Christian Holy Day	Wed 23/04/25 00...	N/A
📅	Event and Festiva...	Mental Health Awareness Month	National Observance (01/05/25-31/05/25)	Thu 01/05/25 00:...	N/A
📅	Event and Festiva...	International Day Against Homophobia, Tran...	LGBTQ International Observance	Sat 17/05/25 00:00	N/A
Full Council: 7 item(s)					
📅	Full Council	Full Council (FC)   Annual General Meeting (A...	Annual General Meeting (AGM) (2024/25)	Tue 14/05/24 19:...	Civic Suite, Brocks Hill Council Offices, Wash...
📅	Full Council	Full Council (FC)		Tue 02/07/24 19:...	Civic Suite, Brocks Hill Council Offices, Wash...
📅	Full Council	Full Council (FC)		Tue 24/09/24 19:...	Civic Suite, Brocks Hill Council Offices, Wash...
📅	Full Council	Full Council (FC)		Tue 10/12/24 19:...	Civic Suite, Brocks Hill Council Offices, Wash...
📅	Full Council	Full Council (FC)   Council Tax & Budget Setti...	Council Tax & Budget Setting (2025/26)	Tue 25/02/25 19:...	Civic Suite, Brocks Hill Council Offices, Wash...
📅	Full Council	Full Council (FC)		Tue 15/04/25 19:...	Civic Suite, Brocks Hill Council Offices, Wash...
📅	Full Council	Full Council (FC)   Annual General Meeting (A...	Annual General Meeting (AGM) (2025/26)	Tue 13/05/25 19:...	Civic Suite, Brocks Hill Council Offices, Wash...
Members' Briefing Induction & Training: 12 item(s)					
📅	Members' Briefin...	Ad-Hoc Members' Training etc. (M-BIT)	May (2024) - Cancelled if Not Need	Wed 01/05/24 19...	TBC
📅	Members' Briefin...	Ad-Hoc Members' Training etc. (M-BIT)	July (2024) - Cancelled if Not Need	Wed 03/07/24 19...	TBC
📅	Members' Briefin...	Ad-Hoc Members' Training etc. (M-BIT)	October (2024) - Cancelled if Not Need	Wed 09/10/24 19...	TBC
📅	Members' Briefin...	Members' Training (M-BIT)   Planning (DCC) (...)	Optional – Member Request(s) – Cancel if not needed	Thu 07/11/24 18:...	TBC

Draft Schedule of Council & Allied Meetings (2024/25) (List View)

📅	Meeting/Event	Meeting/Event Title (Acronym)	Additional Notes	Date/Time	Venue/Location
📅	Members' Briefin...	Ad-Hoc Members' Training etc. (M-BIT)	November (2024) - Cancelled if Not Need	Wed 13/11/24 19...	TBC
📅	Members' Briefin...	Members' Training (M-BIT)   Licensing (LRC) (...)	Optional – Member Request(s) – Cancel if not needed	Thu 14/11/24 18:...	TBC
📅	Members' Briefin...	Ad-Hoc Members' Training etc. (M-BIT)	December (2024) - Cancelled if Not Need	Wed 04/12/24 19...	TBC
📅	Members' Briefin...	Ad-Hoc Members' Training etc. (M-BIT)	January (2025) - Cancelled if Not Need	Wed 08/01/25 19...	TBC
📅	Members' Briefin...	Ad-Hoc Members' Training etc. (M-BIT)	May (2024) - Cancelled if Not Need	Wed 05/02/25 19...	TBC
📅	Members' Briefin...	Ad-Hoc Members' Training etc. (M-BIT)	March (2025) - Cancelled if Not Need	Wed 05/03/25 19...	TBC
📅	Members' Briefin...	Ad-Hoc Members' Training etc. (M-BIT)	May (2024) - Cancelled if Not Need	Wed 02/04/25 19...	TBC
📅	Members' Briefin...	Ad-Hoc Members' Training etc. (M-BIT)	May (2025) - Cancelled if Not Need	Tue 06/05/25 19:...	TBC
Miscellaneous: 7 item(s)					
📅	Miscellaneous	Review & Update Members' Hub Events With...		Fri 28/07/23 00:00	Members' Hub (Microsoft Teams)
📅	Miscellaneous	Youth Council (YC)		Wed 10/07/24 19...	TBC
📅	Miscellaneous	Youth Council (YC)		Wed 13/11/24 19...	TBC
📅	Miscellaneous	Youth Council (YC)		Wed 15/01/25 19...	TBC
📅	Miscellaneous	Youth Council (YC)		Wed 12/02/25 19...	TBC
📅	Miscellaneous	Youth Council (YC)		Thu 13/03/25 19:...	TBC
📅	Miscellaneous	Youth Council (YC)		Wed 16/04/25 19...	TBC
Outside and Partnership Body: 16 item(s)					
📅	Outside and Part...	Health & Wellbeing Board (HWBB)		Tue 21/05/24 13:...	Microsoft Teams (Remote Audio-Video Con...
📅	Outside and Part...	Community Safety Partnership (CSP)		Mon 10/06/24 14:...	TBC
📅	Outside and Part...	Children & Young Peoples' Forum (CYPF)		Thu 04/07/24 18:...	Microsoft Teams (Remote Audio-Video Con...
📅	Outside and Part...	Community Safety Partnership (CSP)		Mon 12/08/24 14:...	Civic Suite 2, Brocks Hill Council Offices, Wa...
📅	Outside and Part...	Community Safety Partnership (CSP)		Mon 07/10/24 14:...	Civic Suite 2, Brocks Hill Council Offices, Wa...
📅	Outside and Part...	Children & Young Peoples' Forum (CYPF)		Thu 10/10/24 18:...	Microsoft Teams (Remote Audio-Video Con...
📅	Outside and Part...	Community Engagement Forum (CEF)		Tue 12/11/24 13:...	Microsoft Teams (Remote Audio-Video Con...
📅	Outside and Part...	Children & Young People's Forum (CYPF)		Thu 21/11/24 17:...	Microsoft Teams (Remote Audio-Video Con...
📅	Outside and Part...	Community Safety Partnership (CSP)		Mon 09/12/24 14:...	Civic Suite 2, Brocks Hill Council Offices, Wa...
📅	Outside and Part...	Children & Young Peoples' Forum (CYPF)		Tue 21/01/25 18:...	Microsoft Teams (Remote Audio-Video Con...
📅	Outside and Part...	Community Safety Partnership (CSP)		Mon 10/02/25 14:...	TBC
📅	Outside and Part...	Community Engagement Forum (CEF)		Tue 11/02/25 13:...	Microsoft Teams (Remote Audio-Video Con...
📅	Outside and Part...	Health & Wellbeing Board (HWBB)		Tue 18/02/25 13:...	Microsoft Teams (Remote Audio-Video Con...
📅	Outside and Part...	Children & Young Peoples' Forum (CYPF)		Thu 03/04/25 18:...	Microsoft Teams (Remote Audio-Video Con...
📅	Outside and Part...	Community Safety Partnership (CSP)		Tue 08/04/25 14:...	TBC
📅	Outside and Part...	Health & Wellbeing Board (HWBB)		Tue 20/05/25 13:...	Microsoft Teams (Remote Audio-Video Con...
Residents' Forum: 15 item(s)					
📅	Residents' Forum	Oadby Residents' Forum (ORF)		Thu 16/05/24 18:...	Civic Suite, Brocks Hill Council Offices, Wash...
📅	Residents' Forum	Wigston Residents' Forum (WRF)		Wed 22/05/24 18:...	TBC
📅	Residents' Forum	South Wigston Residents' Forum (SWRF)		Tue 28/05/24 18:...	TBC
📅	Residents' Forum	Oadby Residents' Forum (ORF)		Thu 11/07/24 18:...	Civic Suite, Brocks Hill Council Offices, Wash...

Draft Schedule of Council & Allied Meetings (2024/25) (List View)

📅	Meeting/Event	Meeting/Event Title (Acronym)	Additional Notes	Date/Time	Venue/Location
📅	Residents' Forum	Wigston Residents' Forum (WRF)		Wed 17/07/24 19:...	TBC
📅	Residents' Forum	South Wigston Residents' Forum (SWRF)		Tue 23/07/24 19:...	TBC
📅	Residents' Forum	Oadby Residents' Forum (ORF)		Thu 24/10/24 18:...	Civic Suite, Brocks Hill Council Offices, Wash...
📅	Residents' Forum	Wigston Residents' Forum (WRF)		Wed 30/10/24 18:...	TBC
📅	Residents' Forum	South Wigston Residents' Forum (SWRF)		Wed 06/11/24 18:...	TBC
📅	Residents' Forum	Oadby Residents' Forum (ORF)		Thu 13/02/25 18:...	Civic Suite, Brocks Hill Council Offices, Wash...
📅	Residents' Forum	Wigston Residents' Forum (WRF)		Wed 19/02/25 18:...	TBC
📅	Residents' Forum	South Wigston Residents' Forum (SWRF)		Wed 26/02/25 18:...	TBC
📅	Residents' Forum	Oadby Residents' Forum (ORF)		Wed 14/05/25 18:...	Civic Suite, Brocks Hill Council Offices, Wash...
📅	Residents' Forum	Wigston Residents' Forum (WRF)		Wed 21/05/25 18:...	TBC
📅	Residents' Forum	South Wigston Residents' Forum (SWRF)		Tue 27/05/25 18:...	TBC
School Holidays: 6 item(s)					
📅	School Holidays	Half-Term Break (Summer)	Summer (2023/24)	Mon 27/05/24 00:...	N/A
📅	School Holidays	Full-Term Break	Summer (2023/24)	Wed 10/07/24 00:...	
📅	School Holidays	Half-Term Break	Autumn (2023/24)	Mon 21/10/24 00:...	N/A
📅	School Holidays	Full Term Break	Autumn/Spring (2023/24)	Mon 23/12/24 00:...	
📅	School Holidays	Half-Term Break	Spring (2024/25)	Mon 17/02/25 00:...	N/A
📅	School Holidays	Full-Term Break	Spring/Summer (2023/24)	Mon 14/04/25 00:...	N/A
Smartway2: 8 item(s)					
Working Group: 9 item(s)					
📅	Working Group	Place Shaping Working Group (PSWG)		Wed 08/05/24 18:...	Microsoft Teams (Remote Audio-Video Con...
📅	Working Group	Constitutional Working Group (CWG)	Cancel if not needed	Wed 31/07/24 18:...	Remote Audio-Video Conference
📅	Working Group	Armed Forces Working Group (AFWG)		Thu 08/08/24 18:...	Microsoft Teams (Remote Audio-Video Con...
📅	Working Group	Place Shaping & Climate Change Working Gr...		Wed 11/09/24 18:...	Microsoft Teams (Remote Audio-Video Con...
📅	Working Group	Place Shaping & Climate Change Working Gr...		Wed 20/11/24 18:...	Microsoft Teams (Remote Audio-Video Con...
📅	Working Group	Constitutional Working Group (CWG)	Cancel if not needed	Wed 29/01/25 18:...	Microsoft Teams (Remote Audio-Video Con...
📅	Working Group	Armed Forces Working Group (AFWG)		Thu 06/02/25 18:...	Microsoft Teams (Remote Audio-Video Con...
📅	Working Group	Place Shaping & Climate Change Working Gr...		Wed 12/03/25 18:...	Microsoft Teams (Remote Audio-Video Con...
📅	Working Group	Place Shaping & Climate Change Working Gr...		Wed 07/05/25 18:...	Microsoft Teams (Remote Audio-Video Con...

# Agenda Item 14



<b>Full Council</b>	<b>Tuesday, 16 April 2024</b>	<b>Matter for Decision</b>
---------------------	-----------------------------------	----------------------------

**Report Title:** **Amendment to Matters Reserved to Development Control Committee**

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

<b>Purpose of Report:</b>	To request approval from Council to amend the list of matters reserved to the Development Control Committee for decision.
<b>Report Summary:</b>	The report requests Council to approve an additional decision to Development Control Committee which would allow the Chair of the committee to exercise discretion on Member call-in to Committee following consultation with the Strategic Director.
<b>Recommendation(s):</b>	<b>That the Council approve the additional reserved matter set out in paragraph 1.8. and authorises the Head of Law &amp; Democracy / Monitoring Officer to make the consequential amendments to the Constitution accordingly.</b>
<b>Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):</b>	Teresa Neal (Strategic Director) (0116) 257 2642 <a href="mailto:teresa.neal@oadby-wigston.gov.uk">teresa.neal@oadby-wigston.gov.uk</a>  David Gill (Head of Law and Democracy / Monitoring Officer) (0116) 257 2626 <a href="mailto:david.gill@oadby-wigston.gov.uk">david.gill@oadby-wigston.gov.uk</a>
<b>Strategic Objectives:</b>	Our Council (SO1) Our Communities (SO2)
<b>Vision and Values:</b>	Customer & Community Focused (V1)
<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:	Reputation Damage (CR4) Regulatory Governance (CR6)
Equalities and Equalities Assessment (EA):	There are no implications arising from this report. EA not applicable
Human Rights:	There are no implications directly 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:	As the author, the report is satisfactory.
<b>Consultees:</b>	Chair of the Development Control Committee
<b>Background Papers:</b>	None.
<b>Appendices:</b>	None.

## 1. Background

1.1 Under section 101 of the Local Government Act 1972, a local authority may arrange for the discharge of its functions by a committee, sub-committee or officer of the Council.

1.2 Under section 9P of the Local Government Act 2000, a local authority must prepare and keep up to date a constitution which contains prescribed information in relation to the functioning of the authority which includes its Scheme of Delegation on the exercise of Council functions.

### 1.3 **Current Scheme of Delegation relating to the Development Control Committee**

The current Scheme of Delegation in relation to the Development Control Committee can be found at Part 3, Section 3 - Bodies Exercising Council Functions.

1.4 Within the current scheme, there is a provision that permits a ward Member to request that a matter is determined by the Committee as opposed to being decided by officers under delegated powers.

1.5 That provision is framed in the following terms:

A Ward Member has notified the Strategic Director in writing or by email within 3 weeks of the publication of the weekly list that the application should be determined by the Development Control Committee, and:

(i) The notification is supported by one or more Planning grounds; and

(ii) Where the item relates to a matter of local concern.

(iii) Provided that this "call-in" shall not be exercised by any Member with a prejudicial interest.

1.6 There have recently been a number of cases where a Ward Member has been unable to call-in a decision for the Committee to consider because by the time that their constituent/resident has raised their concerns with them, the 3 week period for call-in has expired and the delegations currently do not contain a provision that would allow the Chair to exercise his discretion and admit the item for consideration.

1.7 Following discussions with the Chair, it has been requested that consideration be given to introducing a provision that would allow the Chair to exercise some discretion.

1.8 The proposed wording of the new reservation is set out below:

'Where in the opinion of the Chair having consulted the relevant Strategic Director (or his nominated officer) and:

- (i) the notification is supported by one or more material planning grounds; and
  - (ii) the item relates to a matter of local concern;
- the Chair may agree to the matter being determined by the Committee.'

(Document is Restricted)

(Document is Restricted)