



TO COUNCILLOR:

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

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 (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 July 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 July 2024

Anne E Court
Chief Executive



Meeting ID: 2697

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/19083-Full-Council>

1. Calling to Order of the Meeting



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

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OadbyWigstonBC



@Oadby_Wigston

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

2. Apologies for Absence

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

3. Declarations of Interest

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

4. Minutes of the Previous Meeting(s)

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

a. Tuesday, 16 April 2024

4 - 7

b. Tuesday, 14 May 2024 | AGM (2024/25)

8 - 11

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

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

6. Motions on Notice

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

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

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. Corporate Strategy (2024 - 2027)

13 - 36

Report of the Interim Strategic Director

11. Council Productivity Plan (2024/25)

37 - 42

Report of the Interim Strategic Director

12. Health and Safety Annual Review (2023/2024)

43 - 55

Report of the Safety & Resilience Officer

Full Council

Tuesday, 16 July 2024, 7.00 pm

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Agenda Item 4a.

MINUTES OF THE MEETING OF THE FULL COUNCIL HELD AT CIVIC SUITE, BROCKS HILL COUNCIL OFFICES, WASHBROOK LANE, OADBY, LEICESTER, LE2 5JJ ON TUESDAY, 16 APRIL 2024 COMMENCING AT 7.05 PM

PRESENT

R H Adams Mayor
C D Kozlowski Deputy Mayor



Meeting ID: 2614

COUNCILLORS

N Alam Deputy Leader of the Opposition
S S Athwal
L A Bentley Deputy Leader of the Council
G A Boulter
L M Broadley
F S Broadley
M H Charlesworth
J K Chohan Deputy Mayor
M L Darr
J K Ford
F S Ghattoraya
S Z Haq Leader of the Council
G G Hunt
P Joshi
R V Joshi
J Kaufman
K J Loydall
C J R Martin
I K Ridley
C A M Walter

OFFICERS IN ATTENDANCE

S J Ball Legal & Democratic Services Manager / Deputy Monitoring Officer
D M Gill Head of Law & Democracy / Monitoring Officer
S Khan Interim Strategic Director
A Thorpe Head of Built Environment

OTHERS IN ATTENDANCE

M Brown Exi Group

73. CALLING TO ORDER OF THE MEETING

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

74. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillors H E Darling, D A Gamble, C S Gore and R E R Morris.

75. DECLARATIONS OF INTEREST

None.

76. MINUTES OF THE PREVIOUS MEETING

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

The minutes of the previous meeting held on 22 February 2024 be taken as read, confirmed and approved.

77. ACTION LIST ARISING FROM THE PREVIOUS MEETING

There was no Action List arising from the previous meeting.

78. MOTIONS ON NOTICE

None.

79. PETITIONS, DEPUTATIONS AND QUESTIONS

None.

80. MAYOR'S ANNOUNCEMENTS

None.

80a. 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.

81. LEADER'S STATEMENT

The Leader of the Council presented a statement outlining her recent work and the meetings she attended, the administration's plans and an overview of recent decisions taken since the previous meeting of the Council.

82. APPOINTMENT OF CHIEF FINANCE OFFICER / SECTION 151 OFFICER

The Council gave consideration to the report (as set out at pages 16 - 18 of the agenda reports pack) which asked it to approve the appointment of a Chief Finance Officer / Section 151 Officer.

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

UNANIMOUSLY RESOLVED THAT:

- (i) **The appointment of Colleen Warren as the Council's Chief Finance Officer / Section 151 Officer be confirmed with effect from 1 July 2024; and**
- (ii) **The Head of Law & Democracy / Monitoring Officer arrange for the Constitution to be reviewed and amended as appropriate.**

83. OFLOG SELF-ASSESSMENT AGAINST THE BEST VALUE STANDARDS

The Council gave consideration to the report and appendix (as set out at pages 19 - 36 of the agenda reports pack) which provided the Council with the results from the OFLOG self-assessment undertaken against the Best Value Standards.

By affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

The content of the report and appendix be noted.

84. SCHEME OF MEMBERS' ALLOWANCES (2024/25)

The Council gave consideration to the report and appendix (as set out at pages 37 - 46 of the agenda reports pack) which asked it to consider and adopt a Members' Allowance Scheme for the municipal year 2024/25.

It was moved by the Deputy Leader of the Council, seconded by Councillor C J R Martin and

UNANIMOUSLY RESOLVED THAT:

The Council adopt the Scheme of Member's Allowances for 2024/25 as recommended by the Independent Remuneration Panel (IRP) set out in paragraph 1 of the report (Appendix 1) save for the Basic Allowance which is not to be increased and to remain at £4,750 for 2024/25.

85. DRAFT SCHEDULE OF COUNCIL AND ALLIED MEETINGS (2024/25)

The Council gave consideration to the report and appendices (as set out at pages 47 - 69 of the agenda reports pack) which asked Members to recommend the draft Schedule for approval at the Annual General Meeting on Tuesday, 14 May 2024.

It was moved by Councillor G A Boulter, seconded by Councillor G G Hunt and

UNANIMOUSLY RESOLVED THAT:

- (i) **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;**
- (ii) **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**
- (iii) **The proposed dates, times and venues of meetings for 2024/25 be provisionally entered onto the Council's meeting management application accordingly.**

86. AMENDMENT TO MATTERS RESERVED TO DEVELOPMENT CONTROL COMMITTEE

The Council gave consideration to the report (as set out at pages 70 - 72 of the agenda reports pack) which asked for approval to amend the list of matters reserved to the Development Control Committee for decision.

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

RESOLVED THAT:

The additional reserved matter (as set out in paragraph 1.8 of the report) be approved and the Head of Law & Democracy / Monitoring Officer be authorised to make the consequential amendments to the Constitution accordingly.

Votes For	21
Votes Against	0
Abstentions	1

87. EXCLUSION OF PRESS AND PUBLIC

By general affirmation of the meeting, it was

UNANIMOUSLY RESOLVED THAT:

The press and public 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 involved 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) outweighed the public interest in disclosing the information.

88. LAND AT HORSEWELL LANE, WIGSTON (EXEMPT)

The Council gave consideration to the report and appendices (as set out at pages 73 - 111 of the private agenda reports pack and pages 2-4 of the private agenda update pack) which asked it to note the information provided in the exempt report at recommendation A and approve recommendations B and C.

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

UNANIMOUSLY RESOLVED THAT:

- (i) Recommendation A be noted;**
- (ii) Recommendation B be approved; and**
- (iii) Recommendation C be approved.**

THE MEETING CLOSED AT 8.36 pm

Agenda Item 4b.

MINUTES OF THE ANNUAL GENERAL MEETING (AGM) OF THE FULL COUNCIL HELD AT CIVIC SUITE, BROCKS HILL COUNCIL OFFICES, WASHBROOK LANE, OADBY, LEICESTER, LE2 5JJ ON TUESDAY, 14 MAY 2024 COMMENCING AT 7.00 PM

PRESENT

R H Adams Mayor
C D Kozlowski Deputy Mayor



Meeting ID: 2621

COUNCILLORS

N Alam Deputy Leader of the Opposition
L A Bentley Deputy Leader of the Council
G A Boulter
L M Broadley
F S Broadley
M H Charlesworth
M L Darr
F S Ghattoraya
C S Gore Leader of the Opposition
S Z Haq Leader of the Council
G G Hunt
P Joshi
R V Joshi
J Kaufman
K J Loydall
C J R Martin
I K Ridley
C A M Walter

OFFICERS IN ATTENDANCE

S J Ball Legal & Democratic Services Manager / Deputy Monitoring Officer
A E Court Chief Executive / Head of Paid Service
D M Gill Head of Law & Democracy / Monitoring Officer
S Khan Interim Strategic Director
T Neal Strategic Director
N Ruff Secretarial Support
J Smith PA to Senior Management Team

1. CALLING TO ORDER OF THE MEETING

The Annual General Meeting (AGM) of the Council was called to order to receive Her Worship The Mayor and Deputy Mayor.

2. APOLOGIES FOR ABSENCE

An apology for absence was received from Councillors S S Athwal, J K Chohan, H E Darling, J K Ford and D A Gamble.

3. DECLARATIONS OF INTEREST

None.

4. MAYOR'S ANNOUNCEMENTS

None.

5. ADDRESS BY HER WORSHIP THE MAYOR

The Mayor thanked her fellow Members, the Council's Senior Leadership Management Team, the Mayoral Support Team, the Democratic Services Team, the Deputy Mayor and her Chaplain for all their support during the past year.

She reflected on the highlights during her term of office.

6. APPRECIATIONS

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

Councillor G G Hunt entered the Civic Suite and joined the AGM at 7:09 pm.

7. ELECTION OF THE MAYOR (2024/25)

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

UNANIMOUSLY RESOLVED THAT:

Councillor Clare D Kozlowski be duly elected to the Office of Mayor for the ensuing municipal year 2024/25.

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

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

It was announced that both Hope Against Cancer (Leicestershire & Rutland) and Wishes 4 Kids would be the Mayor's nominated charities for the municipal year.

8. ELECTION OF THE DEPUTY MAYOR (2024/25)

It was moved by Councillor J Kaufman, seconded by the Leader of the Council and

UNANIMOUSLY RESOLVED THAT:

Councillor Jasvir K Chohan be duly elected to the Office of Deputy Mayor for the ensuing municipal year 2024/25.

The Deputy Mayor addressed the meeting through a pre-recorded message, thanking her Proposer and Secunder for their nominations and pledging her full support to the Mayor for the ensuing year.

9. APPOINTMENT OF COUNCIL BODIES AND MEMBERSHIP SIZES (2024/25)

The Council gave consideration to the report and appendix (as set out at pages 4 - 8 of the agenda reports pack which asked it to appoint the Committees, Sub-Committees, Boards, Panels, Forums and Working Groups of the Council ("Council bodies") and the number of Members to serve thereon for the ensuing municipal year 2024/25.

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

UNANIMOUSLY RESOLVED THAT:

- (i) The content of the report and appendix be noted;**
- (ii) The Council bodies and the number of Members to serve thereon (as set out at paragraph 2 of this report) for the ensuing municipal year 2024/25 be approved; and**
- (iii) Delegated authority be given to the Head of Law & Democracy / Monitoring Officer to make all the necessary amendments to the Constitution therefrom accordingly.**

10. APPOINTMENT OF OFFICE HOLDERS AND MEMBERS TO COUNCIL AND OUTSIDE BODIES (2024/25)

The Council gave consideration to the report and appendices (as set out at pages 9 - 20 of the agenda reports pack) which asked it to appoint the relevant Office Holders of the Council and the Chairs, Vice-Chairs and Members to serve on the Committees, Sub-Committees, Boards, Panels, Forums and Working Groups of the Council ("Council bodies") for the ensuing municipal year 2024/25.

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

RESOLVED THAT:

- (i) The nominated appointments of the Office Holders and the Chairs, Vice-Chairs and Members to serve on the Council bodies for the ensuing municipal year 2024/25 (as set out at Appendix 1 to this report) be approved;**
- (ii) Councillor S Z Haq be appointed as the Chair of the Constitutional Working Group for the ensuing municipal year 2024/25;**
- (iii) Councillor R H Adams be appointed as the Chair of the Health & Wellbeing Board for the ensuing municipal year 2024/25; and**
- (iv) The current political balance of the Council and the proportionality arrangements as a result thereof in terms of eligible Member representation and allocation of seats on Council bodies by political group (as set out at Appendices 2 and 3 to this report) be noted.**

Votes For	15
Votes Against	0
Abstentions	5

11. SCHEDULE OF COUNCIL AND ALLIED MEETINGS (2024/25)

The Council gave consideration to the report and appendices (as set out at pages 21 - 43 of the agenda reports pack) which asked it to approve the Schedule of Council and Allied

Meetings ("the Schedule") for the municipal year 2024/25.

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

UNANIMOUSLY RESOLVED THAT:

- (i) The Schedule of Council and Allied Meetings for 2024/25 (as set out at Appendices 1 and 2 to this report) be approved and adopted; and**
- (ii) The meeting of the Development Control Committee scheduled for 12 December 2024 be rescheduled to 11 December 2024 accordingly.**

12. NEWLY-ELECTED MAYOR'S ANNOUNCEMENTS

Her Worship The Mayor expressed her steadfast commitment to champion the Borough of Oadby and Wigston for the ensuing year and asked her fellow Members for their support in doing so. The Mayor invited the representatives of her nominated charities in attendance to speak about the work undertaken by the organisations.

THE MEETING CLOSED AT 7.45 pm

Events attended by the Mayor, May 14th 2024 – Present (as of 09.07.24)

JUNE

05	Leicestershire County Council	Meeting Lord Lieutenant and other Civic Heads
06	OWBC – Rob Helliwell	D-Day Anniversary Event
09	Oadby & Wigston Lions	RNLI Lifeboats 200 Years Celebratory Concert
15	The Royal British Legion Oadby Branch	Standard Dedication Ceremony

Events attended by the Deputy Mayor, May 14th 2024 – Present (as of 09.07.24)

JUNE

06	Leicestershire Lieutenancy Office	Service to Commemorate the 80 th Anniversary of D-Day
22	British Red Cross	Refugee Week
24	OWBC – Rob Helliwell	Armed Forces Day Flag Raising Ceremony
26	University of Leicester – School of Business	Leadership Networking Event
29	Leicestershire Lieutenancy Office	Armed Forces Day Parade
30	Cllr Carl Walter	Elliot Hall – Armed Forces Event

JULY

03	Pride of the Borough – David Carter	East Midlands in Bloom 2024
03	Leicester Grammar School	Celebration of Achievement Evening
06	Wigston Framework Knitters Museum – Cllr Bill Boulter	Ceremony of Socks
08	Wigston Framework Knitters Museum – Cllr Bill Boulter	Fundraising Curry Night



Full Council	Tuesday, 16 July 2024	Matter for Information and Decision
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Report Title: **Corporate Strategy (2024 - 2027)**

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

Purpose of Report:	To provide Council with an updated Corporate Strategy for its approval.
Report Summary:	<p>The Corporate Strategy is a strategic planning document, which sets out the Council's future priorities and objectives. In essence, it provides the overall framework for ensuring that Council plans are delivered and that resources are managed effectively.</p> <p>The strategy includes some longer-term ambitions and a number of strategic activities, which all support the strategic objectives and the Council vision.</p> <p>The proposed timescale will cover the current administration. It will also be reviewed annually and updated so there are opportunities for new initiatives to be added.</p>
Recommendation(s):	That the Corporate Strategy be approved.
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	<p>Anne Court (Chief Executive / Head of Paid Service) (0116) 257 2602 anne.court1@oadby-wigston.gov.uk</p> <p>Sal Khan (Interim Strategic Director) (0116) 257 2635 sal.khan@oadby-wigston.gov.uk</p>
Strategic Objectives:	<p>Our Council (SO1) Our Communities (SO2) Our Economy (SO3) Our Environment (SO4) Our Partners (SO5)</p>
Vision and Values:	<p>"Our Borough - The Place To Be" (Vision) Customer & Community Focused (V1) Proud of Everything We Do (V2) Collaborative & Creative (V3) Resourceful & Resilient (V4)</p>
Report Implications:-	
Legal:	There are no implications directly arising from this report.
Financial:	There are no implications directly arising from this report.
Corporate Risk Management:	<p>Decreasing Financial Resources / Increasing Financial Pressures (CR1) Key Supplier / Partnership Failure (CR2) Political Dynamics (CR3)</p>

	Reputation Damage (CR4) Effective Utilisation of Assets / Buildings (CR5) Regulatory Governance (CR6) Organisational / Transformational Change (CR8) Economy / Regeneration (CR9)
Equalities and Equalities Assessment (EA):	There are no implications directly arising from this report. EA not applicable.
Human Rights:	There are no implications arising from this report.
Health and Safety:	There are no implications arising from this report.
Statutory Officers' Comments:-	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	As the author, the report is satisfactory.
Monitoring Officer:	The report is satisfactory.
Consultees:	<ul style="list-style-type: none"> • Senior Leadership Team • Council Members
Background Papers:	None.
Appendices:	<ol style="list-style-type: none"> 1. Corporate Strategy (2024 – 2027) 2. Corporate Strategy Action Plan

1. Information

- 1.1 The Corporate Strategy, detailed in **Appendix 1** is a strategic planning document, which sets out the Council's future priorities and objectives. In essence, it provides the overall framework for ensuring that Council plans are delivered and that resources are managed effectively.
- 1.2 The strategy aims to show our residents, partners, and employees the Council's intentions for the year ahead and beyond, setting out how we will work together to support our communities. It includes some longer-term ambitions and a number of strategic activities which all support the strategic objectives and the Council vision.
- 1.3 The strategic objectives are as follows:
- Our Council
 - Our Communities
 - Our Economy
 - Our Environment
 - Our Partners
- 1.4 Each of the strategic objective categories consist of three sections. The first section provides examples of activities currently carried out in order to meet the objective. The second category details the future activities the Council will carry out in order to further meet the objectives. The third category outlines the suggested outcomes for residents for each of the strategic objectives.
- 1.5 Each identified activity has been captured as a target so there is the 'Golden Thread.' The

targets are captured in the Action Plan provided in **Appendix 2**. Each target within the Action Plan has a member of Senior Leadership Team responsible for achieving it. Progress will be reported through the Service Delivery Committee.

- 1.6 The proposed timescale for the strategy is to cover the current administration. It will be reviewed annually and updated so there are opportunities for new initiatives to be added.



Oadby & Wigston
BOROUGH COUNCIL

Oadby & Wigston Borough Council Corporate Strategy 2024-2027



Overview of the Corporate Strategy

Welcome to the Oadby & Wigston Borough Council Corporate Strategy for 2024 – 2027.

Oadby & Wigston is an incredibly special borough but with this comes many challenges. This Corporate Strategy aims to show our residents, partners and employees the Council's intentions for the next three years, setting out how we will work together to continue to support our communities, making our borough – the place to be.

This Corporate Strategy seeks to build on the work of the previous strategy and help us to focus on what is important locally and from a sound evidence base to help to direct our resources and budget to where they will have the most benefit.

Through this strategy, we aim to create a more confident, resilient, and inclusive borough which provides a higher quality of life for all our residents through our activities to improve health, safety, and prosperity. We recognise that our financial position has been challenging in recent years, but our newly approved budget with its Medium Term Financial Plans have put the Council in a very positive position, sustaining Council services in these challenging times. These services are many and varied, ranging from Planning to Community Safety, from Licensing to Community Health and Wellbeing services as well as many others. We still need to maintain our properties, including our open spaces and play areas, ensure the regulatory framework is operating efficiently and make sure we collect all the revenue that is owed to us, while ensuring we are



Cllr Samia Haq
Leader of the Council

able to target those who are the most vulnerable with the benefits they are entitled to.

Our strategic objectives are ambitious, wide-ranging and encapsulate the areas where we will prioritise our efforts. This is balanced by realism, acknowledging that we may not be able to do everything that we would like to, we cannot do everything all at once, nor can we do it all by ourselves.

We acknowledge that there are many who are more expert than us, so we continue to work with residents and communities to build capacity and community activity, balancing our own direct delivery with effective partnership working where appropriate to meet the needs of our diverse and deserving communities.

A lot of the activities within this Corporate Strategy are to create policies and strategies that will provide the detail and accompanying action planning required to achieve the benefits associated with our strategic objectives and ultimately our vision for our borough – the place to be.

We recognise that our priorities are closely interconnected – taking forward one will often also help achieve another. For instance, as we provide more council housing to high environmental standards, we will not only meet housing need and help tackle poverty but will aim to do so in a way that demonstrates leadership on climate change and biodiversity.



Anne Court
Leader of the Council

Our Vision - Our Borough 'The Place To Be'

This Corporate Strategy sets out our vision and our strategic objectives which are depicted in the diagram below:



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These objectives are underpinned by a number of initiatives and targets for 2024/25 and beyond which the Council aims to deliver in order to meet the strategic objectives.

This strategy aims to show our residents, partners, and employees the Council's intentions for the year ahead and beyond, setting out how we will work together to support our communities.

The strategy will be delivered whilst adhering to the Council's values which are:

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

Progress against the strategy will be reported regularly through the Service Delivery Committee.



Our Long-Term Ambitions:

Oadby and Wigston Borough Council is an ambitious Council, we will always punch above our weight, but we know we cannot achieve everything we want to do on our own or in the short to medium term. We will however work tirelessly to achieve our longer-term ambitions in order to deliver excellent services to our residents and businesses whilst ensuring we remain financially resilient.

Our ambitions include:

- Providing value for money council services with high levels of resident and customer satisfaction
- Working with and supporting our partners we will seek to influence positive outcomes for our borough
- Champion and lobby government for the devolution of powers and funding to local authorities
- Supporting the police and other partners to reduce crime, the fear of crime and anti-social behaviour
- Work with commissioners and providers to ensure there is effective health provision across the district
- Adopt a new Local Plan setting out the development strategy for new housing and infrastructure provision in the borough up to 2041
- Provide high quality, safe and well-maintained housing for our tenants.
- An increased supply of quality affordable housing
- Encourage business growth including start-ups and enterprises and tourism related businesses
- Have flourishing town centres that support the local economy.
- High quality development and building control with an 'open for business' approach

- Lobby Leicestershire County Council to improve both access and traffic flows to our town centres
- Provision of high-quality public amenities, clean streets, and environmental health
- Provision of quality parks and open spaces
- Car parking arrangements that meet the needs of residents, businesses, and visitors
- Work with local partners to ensure there is a collective action on climate-change
- Becoming a 'digital by preference' council
- Being more commercially minded in everything we do



Working in partnership with the Leicester Riders Foundation (LRF) and Leicestershire Police we have delivered the Positive Futures programme, which provides diversionary activity for those aged 8-17 at risk of becoming involved in crime or violence.

SO1 - Our Council

- To be the local voice of residents and businesses
- To ensure that we provide high quality, value for money services that meet the needs of residents, businesses, and visitors
- To ensure high connectivity with residents and businesses.

What we already do:

Excellent access to services: We provide access to customer services and council services in a consistent manner through a variety of access channels that range from face-to-face access at Brocks Hill and our customer service hubs as well as our telephone call centre which takes the vast majority of enquiries and from the corporate website which is available 24/7.

Consistent communications: We communicate through a variety of media to residents and businesses across the borough including social media, the Our Borough leaflet, our corporate website and by digital newsletters which are received by over 12,000 recipients.

Transparency through reporting: We maintain strong and effective democratic processes by ensuring that all Council reports are prepared and presented to a very rigid template that is consistent across all committees and that all our formal committee meetings are recorded and available on the internet to either watch in real time or later to suit the viewer's needs.

Resident Forums: We provide a unique platform for every resident in the borough to have a say and raise awareness and concerns about very local matters and put forward requests for small grants.

Effective digital channels: Through the effective use of our ICT assets, we ensure that we provide effective web services to our customers and residents as well as maintaining an enviable cohort of over 12,000 digital subscribers to our digital communications channels.

What we will also do in the future:

We will continue to monitor our performance and strive for **continuous improvement** with all our services. We will report progress against this Corporate Strategy alongside all of our continuous performance indicators and our statutory service performance indicators in a clear and transparent manner.

We will prepare and approve our **first Digital Strategy** which will provide the long-term plans, outlining how the Council will continue to consider emerging technologies to improve digital services and create efficiencies within the organisation whilst supporting digital enablement across the borough.



Business owners in the borough attend a networking and information event hosted by the council.

SO1 - Our Council

With the effective use of financial and other resources we will remain focused on our **sustainability plans** in order to keep the Council financially viable in this very difficult economic environment.

More specifically, we will **continue with service reviews**, working through each service area, and building on our organisational knowledge in order to maximise value for money for our residents.

We will continue to deliver against our recently approved **Customer Experience Strategy** and also prepare for a revised **Communications Strategy** in 2025.

We will build on the asset review undertaken in the previous year and prepare an **asset management framework** which will establish the control structure for the use, condition and performance of our assets including the rationale for disposal decisions in order to achieve the best available net returns on our assets.

Following our recent approval, we will now **implement our new procurement policy** which sets out the key roles and responsibilities for procurement across the Council including ensuring value for money, attracting local businesses and suppliers, and supporting our carbon neutral targets.

We will **approve an Organisational Strategy** which will ensure that our workforce and members are effectively developed which will help maintain a high-performing and well-motivated workforce.

We will develop our **new Commercialisation Strategy** which will define what commercialisations means for the Council and then outline our approach to cost-savings, income generation, maximising the use and the potential of all our available assets, and accessing external funding.

Outcomes for our residents will be:

- Continuous improvements in service delivery reported clearly
- Value for money council services, using innovation and strong financial stewardship to keep costs under control
- Optimised usage of our asset base
- A digital information environment that is accessible to all.

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SO2 - Our Communities

- To provide a clean and safe space for everyone
- To support any activities or actions that enhance the health and wellbeing of our borough
- To provide good, affordable, and efficient housing for everyone.

What we already do:

Affordable housing: We coordinate and influence housing delivery through development opportunities, we negotiate and influence housing supply with registered social landlords and through Section 106 agreements, as well as negotiating and agreeing nomination rights with social housing providers in the borough to ensure there is good and affordable housing available.

We continue to implement our current **Local Plan** which was adopted in 2019. In particular we have given planning permission for 1,042 new homes on strategic sites in the borough, of which over 600 have already been built.

Sports, Physical Activities, Health & Wellbeing: We commission Blaby District Council to lead on delivering our Public Health Physical Commissioning Plan and we have an outsourced arrangement with Sports and Leisure Management (SLM) Ltd, who run our two leisure centres, the Wigston Pool & Fitness Centre, and the Parklands Leisure Centre to ensure residents and visitors can enjoy the full use of both facilities.

Clean and Green Borough: We manage and maintain all the Council's properties including allotments and our parks and open spaces in a sustainable way. We provide both statutory and discretionary street-scene services to maintain the public realm. This includes having dedicated town-centre staff and emptying over 1,300 litter bins each week.

Provide support to residents in order to maximise their access to benefits and financial support: We strive to ensure that residents are afforded the maximum benefits they are entitled to; providing support to low-income households through Housing Benefit, Local Council Tax Support and Discretionary Payments. We also provide dedicated support to households that are facing severe financial hardship by signposting to other services and assisting and applying for the right benefits.

Community Safety: We take a lead role within the Community Safety Partnership, ensuring that the strategic plan is being met. We proactively collaborate with partners and the community to make the borough a safe place by reducing crime and disorder and promoting community cohesion.



Council officers work closely with the police to promote community cohesion and encourage safe neighborhoods.

SO2 - Our Communities

What we will also do in the future:

We will continue to be proactive and deliver our **health & wellbeing activities**, working with partners on a two-pronged approach to maximise the deliverables from our contract arrangements and also fine-tune these so they are sustainable and **commensurate to the available resources**.

We will use all the available resources that are affordable to us to continue to look at innovative ways that we continue to provide **residents' access to benefits and financial support**.

We will **adopt a new Local Plan** that will identify land for new homes to be built in the Borough alongside community infrastructure such as schools and health facilities.

We will produce an annual activity report that demonstrates how we continue to **support town centres**, collaborating with traders and community groups to ensure that they continue to provide access to local facilities and services and opportunities for people to spend their leisure time.

We will develop our new **Housing Business Plan** and deliver further development of social, affordable and specialist housing through means such as the implementation of the Local Plan and the development of Council owned land.

We will provide an **overall strategic plan** to improve conditions for private sector housing tenants on several fronts, including Selective Licensing, where we will examine the suitability of introducing more selective licensing schemes, as well as improving living standards and safety in houses of multiple occupation (HMO) by preparing a new policy for adoption. We will also increase energy efficiency in residential properties through the Home Upgrade and Green Homes Grants.

We will continue to work proactively with the Community Safety Partnership, and, with our trusted partners, we will prepare a **new Community Safety Action Plan** in order to ensure the borough remains a safe place to live, work and visit.

We will also implement **tangible improvements to our CCTV facilities** following our successful Safer Streets bid, ensuring that our re-deployable CCTV units are configured and installed to derive maximum benefits.

Outcomes for our residents will be:

- A persistent focus on improving the health outcomes for our residents
- Everybody who requires access to financial assistance and benefits will have the support they need
- Controlled housing development through our new Local Plan
- Better housing conditions for all residents in the rented housing sector
- Continuing to provide a safer borough for all who live in, work in, or visit the borough.



An activity class being delivered for children on Blaby Road Park, South Wigston.

SO3 - Our Economy

- To support economic growth that is focused on our town centres
- To make our borough an inviting place to visit
- To help provide good employment opportunities.

What we already do:

We have developed and implemented a robust programme of targeted activity to deliver the £1.3 million **UK Shared Prosperity Fund** allocation within the borough.

We **support the town centre business groups** in the borough through various events, liaison, and support.

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Through our Car Parking Strategy, we provide enough car parking spaces in the borough to support the prosperity and **sustainability of our town centres** and leisure facilities and that these are accessible, convenient and of a quality standard.

We are leading on the development of a **Business Improvement District (BID)** within the borough.

What we will also do in the future:

We will **implement our new Economic Regeneration Strategy** which has identified six priorities to bring forward the vision of having an inclusive and sustainable economy that fosters innovation, supports local businesses, generates high-quality employment, attracts visitors to the borough and enhances the overall quality of life for residents.

We will be developing new **Masterplans for Oadby and Wigston**, ensuring that we encourage the right sort of future development within our town centres.

We will continue to deliver against our **Car Parking Strategy** and also continue to improve our car parks to ensure that they continue to not only be fit for purpose but also fit for the future.

We will work with businesses, continue with **the potential BID development**, and identify what our next steps will be.

We will **develop and introduce a business incentivisation scheme** to attract new types of businesses into the borough.

We will continue to deliver on the very challenging and hugely beneficial **UK Shared Prosperity Fund Programme** of activities.

We will **continue to work closely with our partners in the Leicestershire Building Control Partnership** not only to fulfil the challenges brought about by the Building Safety Act 2022 but also through the partnership to identify new opportunities to increase our market share of the Building Control environment within our borough.

We will **finalise the draft new Local Plan** so that we can go out to consultation on our preferred options which is one of many next steps needed to be taken before we eventually submit the draft plan to the Planning Inspectorate.

Outcomes for our residents will be:

- Strategic improvements for businesses through the new Local Plan
- A new offering to incentivise businesses to locate in the borough
- Tangible benefits to local businesses through our Economic Regeneration Strategy.



SO4 - Our Environment

- To ensure that we are a carbon conscious borough
- To be seen to be green.

What we already do:

We diligently **collect waste and recycling** from over 24,000 properties each week, we also encourage our residents to recycle as much as possible and therefore reduce the amount of waste that is produced for landfill.

Clean and Green Borough: We manage and maintain all the Council's properties including allotments and our parks and open spaces in a sustainable way. We provide both statutory and discretionary street-scene services to maintain the public realm. This includes having dedicated town-centre staff and emptying over 1,300 litter bins each week along with participation in the Green Flag aware and Britain in Bloom initiatives.

The council looks after a small number of natural green spaces to preserve the character of the countryside and to **improve biodiversity** through sensitive management. We have a dedicated park ranger who works alongside conservation volunteers to maintain the habitats at Brocks Hill Country Park in order to ensure the wide range of flora and fauna can flourish.

We are working in partnership with other Leicestershire authorities to implement **Biodiversity Net Gains** through the planning process.

What we will also do in the future:

We will lead by example to ensure that we are meeting the challenges of climate change and update and regularly monitor our Climate Change Strategy and Action Plan.

We will build on the Government's recycling consistency agenda, ensuring that local residents continue to have the ability to recycle as much domestic waste as possible and devise a **new engagement**

strategy to help maximise recycling and reduce landfill.

We will also introduce the **alternate-weekly bin collection regime**, which will not only provide cost savings to the Council but also reduce our carbon footprint.

We will embrace the Government's **Weekly Food Waste Collection Programme**, when it is finalised, and work towards the implementation of this new service, as well as supporting other statutory changes which are in line with Government expectations.

We will **finalise our Parks and Green Space Strategy**, as well as develop **new policies** for street cleaning, grass-cutting and bin emptying. We will also develop an interactive **new e-clean and green section of our website** and ensure that the timetabling and schedules are available in the public domain.



We work with a team of conservation volunteers to look after Brocks Hill Country Park.

SO4 - Our Environment

We will continue to collaborate with our partners, schools, businesses and residents to **achieve our net zero** targets including sharing good practice and undertaking joint initiatives.

We will ensure that the Brocks Hill Country Park maintains a wide range of informal recreation **activities that are available to all our residents** and visitors to the borough, seven days a week.

We will ensure that our **Local Plan** policies are fully and effectively implemented so as to ensure that new development in the Borough contributes towards meeting our climate change targets.

Outcomes for our residents will be:

- Maintaining a high-quality waste collection service through alternate weekly collections
- A tangible reduction in the Council's own carbon emissions
- Transparent timetabling of our bin emptying and grass cutting activities
- Clear information on how to recycle smarter
- Free to access open spaces for all our residents and visitors to the borough.

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Alongside partners, we're working with local schoolchildren to raise awareness of air pollution levels in the South Wigston area.

SO5 - Our Partners

- To develop, maintain and enhance partnerships to help support delivery of our objectives
- To ensure we are engaged and listening to all sections of the community.

What we already do:

The Council has a positive track record with partnership working and embraces the ethos whilst being aware of the resources required to ensure we get maximum value from the various partnerships.

We are an active member of the Leicester and Leicestershire Member Advisory Group and collaborate closely with partner councils to implement and keep under review the Strategic Growth Plan and to support each other in the preparation of Local Plans.

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The Council has been instrumental in developing the **Civic Universities Agreement** for Leicester, Leicestershire, and Rutland which combines the strengths of the universities and local authorities to make a greater impact by working together more closely for local communities to deliver against a number of initiatives.

We are part of the Leicestershire Building Control Partnership and the **Lightbulb Partnership** to deliver our responsibilities with regard to Building Control and disabled facilities grants.

The Council has a number of provisions in place to ensure that we are **engaged with and listen to** various sections of the community. These include **the Children and Young Peoples Forum** and Residents' Forums. The forums allow local residents the opportunity to learn about and have their say on topics which affect them such as local health and wellbeing opportunities, crime, and anti-social behaviour. They also provide news on upcoming consultations and community events which residents can participate in.

¹ The partnership is made up of De Montfort University, University of Leicester, Loughborough University, Leicester City Council, Leicestershire County Council, Oadby and Wigston Borough Council, Rutland County Council and Charnwood Borough Council.



We hold quarterly residents forums in Oadby, Wigston and South Wigston to give local people an opportunity to engage with us face to face.

SO5 - Our Partners

What we will also do in the future:

We will develop a **partnership toolkit** to evaluate all our formal partnership arrangements to ensure the Council receives a positive return, greater than the resource that is expended as well as looking further afield to identify gaps from providers.

We will build on the current work undertaken with Blaby District Council and their ICT services and also continue to explore opportunities for collaborating with partners, such as probation services, including other local authorities to increase public value that is delivered.

We will monitor the **Lightbulb Partnership** and on an annual basis we will deliver a report to identify how it supports our residents to remain living independently in their own homes.

We will ensure that we continue to be an effective listener and look at ways that we can continue to improve the services we offer our residents.

We will maintain the successful **Resident Forums** on a quarterly basis to actively listen to the community voice, directly address local concerns, to take additional action where required. (DG)

We will continue to work with the **Universities Partnership** in order to transform the collaboration between the three university institutions and ourselves and other local authorities in order to deliver the positive civic impact on the themes of art, culture and heritage, the economy and business development, education, environmental sustainability and health, well-being, and sport.

We will also stage a **community and volunteering event** with the view to formally acknowledging the significant role that volunteers make and increasing the numbers of volunteers in the borough. We will evaluate its success to decide what next steps to take and provide a report on how we progress the initiative with external organisations as well as individuals.


Outcomes for our residents will be:


- Only working in partnerships that add value to our council and our communities
- Constantly striving to identify partnerships that are beneficial to our council and our communities
- Continue to listen, respond, and learn from our very active resident base
- Increased opportunities for residents to volunteer their time in order to benefit others.





The University of Leicester is just one of the key partners we maintain excellent relationships with.

Contact us


 **Contacting us online**
Customer can contact the customer service team online by completing our contact us form

 **Contacting us by email**
Customer can contact the Customer Service Team by email: customerservices@oadby-wigston.gov.uk

 **Contacting us by telephone**
Customer can contact the Customer Services Team by calling **0116 288 8961**, Monday to Friday.


 **Visiting our reception point**
Customers can visit our reception desk at our council office at Brocks Hill Country Park (Washbrook Lane, Oadby, LE2 5JJ) where they can receive basic advice, book to see council officers face to face at town centre appointment hubs and hand in forms and documents. The reception is open on weekdays between 9.15am and 4.15pm (with a 30-minute lunch closure from 12pm - 12.30pm).

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 **Appointment hubs**
Customers can request face to face appointments to meet with one of our officers at the following times and locations:

- Elliott Hall, South Wigston on Tuesdays between 9am and 12pm
- Trinity Methodist Church, Oadby on Wednesdays between 10am and 1pm
- King's Centre, Wigston on Thursdays between 1pm and 4pm.

Visitors to the council's appointment hubs must have a pre-booked appointment. These can be made by calling the council's customer service team on 0116 288 8961.

 **Customers can write to our main council address:**
Oadby and Wigston Borough Council
Brocks Hill Council Offices
Washbrook Lane
Oadby
Leicester.
LE2 5JJ.

Corporate Strategy Action Plan

Oadby & Wigston | Our borough -
the place to be

Our Council

Ref	Main Strategic Objective	Corporate Strategy Target	Target Date
S01-01	High quality, value for money services	Corporate Performance Management Framework is completed and operational.	Quarterly Updates Reporting from QTR1
S01-02	High connectivity with businesses and residents	Digital Strategy Approved.	QTR 2 2025/26
S01-03	High quality, value for money services	Sustainability Plan delivered.	Quarterly Updates Reporting from QTR1
S01-04	High quality, value for money services	At least 85% of in-year planned service reviews are completed.	QTR 4 2024/25
S01-05	Be the local voice of residents and businesses	At least 85% of in-year targets achieved in the Customer Experience Strategy	QTR 4 2024/25
S01-06	Be the local voice of residents and businesses	Revised Communication Strategy is approved.	QTR1 2025/26
S01-07	High quality, value for money services	Asset Management Framework is approved.	QTR4 2024/25
S01-08	High quality, value for money services	At least 85% of in-year targets achieved in the Procurement Policy	QTR 4 2024/25
S01-09	High quality, value for money services	Organisational Strategy is approved.	QTR1 2024/25
S01-10	High quality, value for money services	New Commercialisation Strategy is approved.	QTR4 2024/25

Our Communities

Ref	Main Strategic Objective	Corporate Strategy Target	Target Date
S02-01	Support activities or actions that enhance the health and well-being of the borough.	At least 85% of agreed in-year health and well-being activities are delivered	ANNUALLY QTR 4
S02-02	Support activities or actions that enhance the health and well-being of the borough.	Create action plan to maximise residents' access to benefits.	QTR 4 2024/25
S02-03	To provide good, affordable and efficient housing for everyone	Adopt the new Local Plan	QTR 3 2026/27
S02-04	Support activities or actions that enhance the health and wellbeing of the borough.	Provide annual activity report on the work undertaken, working with stakeholders to support Town Centres	Q1 2025/26
S02-05	To provide good, affordable and efficient housing for everyone	Housing Business Plan approved	Q3 2025/26
S02-06	To provide good, affordable and efficient housing for everyone	Approve the overall strategic plan to improve conditions for private sector housing tenants.	QTR 1 2025/26
S02-07	Provide a clean and safe space for everyone.	Approve new Community Safety Action Plan	QTR 2 2024/25
S02-08	Provide a clean and safe space for everyone.	Implement improvements from the Safer Streets Bid to our CCTV facilities	QTR 3 2024/25

Our Economy

Ref	Main Strategic Objective	Corporate Strategy Target	Target Date
S03-01	To support economic growth that is focused on our town centres	At least 85% of the in-year Economic Regeneration Strategy is implemented	ANNUALLY Q4
S03-02	To support economic growth that is focused on our town centres.	Approve the Masterplans for Oadby & Wigston	Q4 2024/25
S03-03	To make the borough an inviting place to visit.	At least 85% of the in-year Car Parking Strategy is implemented	QTR 4 2024/25
S03-04	To support economic growth that is focused on our town centres.	Produce progress and next steps report on the development of a BID within the borough	QTR 3 2024/25
S03-05	To help provide good employment opportunities.	Introduce a new Business Incentivisation Scheme	QR1 2025/26
S03-06	To make the borough an inviting place to visit.	100% of the agreed UKSPF Programme is implemented	QTR 4 2024/25
S03-07	To make the borough an inviting place to visit.	Provide annual report on the progress made in the Leicestershire Building Control Partnership	ANNUALLY QTR 1 2025/26
S03-08	To help provide good employment opportunities.	Finalise the draft of the new Local Plan	QTR 3 2026/27

Our Environment

Ref	Main Strategic Objective	Corporate Strategy Target	Target Date
S04-01	To ensure that we are a carbon conscious borough.	At least 85% of the in-year Climate Change Strategy and Action Plan is implemented	ANNUALLY Q4
S04-02	To ensure that we are a carbon conscious borough.	Approved Engagement Strategy to help maximise recycling collection	QTR 3 2024/25
S04-03	To ensure that we are a carbon conscious borough.	Introduce new alternate-weekly waste collection regime.	QTR 3 2024/25
S04-04	To ensure that we are a carbon conscious borough.	Monitor progress against the Weekly Food Waste Collection Programme	QTR 4 2025/26
S04-05	To be seen to be green.	Approve Parks and Green Space Strategy	Awaiting the outcome of the Playing Pitch Strategy
S04-06	To be seen to be green.	Finalise and adopt new policies for: <ul style="list-style-type: none"> • Street cleansing • Grass cutting • Litter bin emptying 	QTR 3 2024/25
S04-07	To be seen to be green.	Go live with the E-Clean & Green Website presence	QTR 4 2024/25
S04-08	To ensure that we are a carbon conscious borough.	Produce annual report detailing partnership working activities to achieve net zero targets	ANNUALLY QTR 1 2025/26
S04-09	To be seen to be green.	Brocks Hill activity plan is developed	QTR 4 2024-25

Our Partners

Ref	Main Strategic Objective	Corporate Strategy Target	Target Date
S05-01	To develop, maintain and enhance partnerships to help support delivery of our objectives	Develop and implement new Partnership Toolkit	QTR 4 2024/25
S05-02	To ensure that we are engaged and listening to all sections of our community.	Maintain Resident Forums on a quarterly basis	Quarterly Updates Reporting from QTR1
S05-03	To develop, maintain and enhance partnerships to help support delivery of our objectives	Monitor and report on work with the Universities Partnership	ANNUALLY Q4
S05-04	To ensure that we are engaged and listening to all sections of our community.	Stage a Community and Volunteering Event	Q3 2024-25
S05-05	To ensure that we are engaged and listening to all sections of our community.	Provide a report and plan covering the steps needed to increase volunteering	Q4 2024-25
S05-06	To develop, maintain and enhance partnerships to help support delivery of our objectives	Provide annual report on the Lightbulb activities	ANNUALLY Q4
S05-07	To develop, maintain and enhance partnerships to help support delivery of our objectives	Provide annual progress report on the partnership opportunities and successes	ANNUALLY Q4



Full Council	Tuesday, 16 July 2024	Matter for Information and Decision
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Report Title: **Council Productivity Plan (2024/25)**

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

Purpose of Report:	To seek approval of the Council’s Productivity Plan
Report Summary:	Productivity Plans are required to have Member oversight and endorsement prior to their submission to the Department for Levelling Up, Housing and Communities (DLUHC). This report sets out the Council’s proposed Productivity Plan for 2024/25 and seeks endorsement of it.
Recommendation(s):	That Council endorses and approves the proposed Council Productivity Plan (2024/25) attached as Appendix 1 and notes that this will be submitted to the Department for Levelling Up, Housing and Communities by the required deadline of 19 July 2024.
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	Anne Court (Chief Executive / Head of Paid Service) (0116) 257 2602 anne.court1@oadby-wigston.gov.uk Sal Khan (Interim Strategic Director) (0116) 257 2635 sal.khan@oadby-wigston.gov.uk
Strategic Objectives:	Our Council (SO1)
Vision and Values:	"Our Borough - The Place To Be" (Vision) Resourceful & Resilient (V4)
Report Implications:-	
Legal:	There are no implications directly arising from this report.
Financial:	There are no implications directly arising from this report.
Corporate Risk Management:	Decreasing Financial Resources / Increasing Financial Pressures (CR1) Political Dynamics (CR3) Reputation Damage (CR4)
Equalities and Equalities Assessment (EA):	There are no implications directly arising from this report. EA not applicable.
Human Rights:	There are no implications directly arising from this report.
Health and Safety:	There are no implications directly arising from this report.
Statutory Officers’ Comments:-	
Head of Paid Service:	The report is satisfactory.

Chief Finance Officer:	As the author, the report is satisfactory.
Monitoring Officer:	The report is satisfactory.
Consultees:	Senior Leadership Team.
Background Papers:	None.
Appendices:	1. Council Productivity Plan

1. Background and Approach

- 1.1 Local Authority Productivity Plans are a new requirement introduced by the DLUHC as part of the local government settlement for 2024/25.
- 1.2 Guidance has recently been provided by DLUHC, which sets out the details of what Councils should include in their Productivity Plans, and a proposed plan for the Council has been provided based on that guidance.
- 1.3 The Council's Productivity Plan summarises existing work that the Council is undertaking and publicly reporting on and also incorporates the trajectory of the Medium-Term Financial Plan and the Draft Corporate Strategy.
- 1.4 The details provided by DLUHC suggest that there is no formal template or list of metrics to report on, the submitted plans will not be scored and productivity plan league tables will not be produced.
- 1.5 DLUHC state that the plans should not be an excessive burden and are expected to be no longer than three or four pages in length. The plans should set out what the Council has done in recent years and what the current plans are to transform the Council as well as setting out how the plans will be assessed.
- 1.6 Despite the flexibilities mentioned above, there is a definitive steer from DLUHC stating that the Plans should consider the themes below:
- How you have transformed the way you design and deliver services to make better use of resources.
 - How you plan to take advantage of technology and make better use of data to improve decision-making, service design and use of resources.
 - Your plans to reduce wasteful spend within your organisation and systems
 - The barriers preventing progress that the Government can help to reduce or remove.
- 1.7 The plans are required to have Member oversight and endorsement prior to submission to DLUHC, which has to be prior to 19 July 2024, as well as being uploaded onto the Council website.
- 1.8 Taking into account this guidance, a working group across the County was established to consider approaches, issues and ideas for developing the draft plans. It was agreed that the Councils would choose what was the best approach/format for their respective Council, ensuring that their Plans aligned with the themes identified above.
- 1.9 This resulted in the development of the proposed Productivity Plan for 2024/25 which is included as **Appendix 1** for consideration.

How we have transformed the way we design and deliver services to make better use of resources

Like all other district councils, Oadby & Wigston Borough Council (OWBC) has seen its net general fund annual budget reduce over a number of years, from £8.5 million in 2010/11 to £7.7 million in 2024/25 whilst over the same period, actual costs of goods and services including payroll have increased.

In recent years OWBC has balanced the budget by numerous transformational and commercial activities and has also utilised its reserves in order to maintain a balanced budget. In order to balance 2024/25 onwards the Council took the decision not to utilise general fund reserves any longer as it was no longer sustainable to continue to do so and underwent a cost-cutting programme of activity which significantly reduced the organisation's staffing numbers but also resulted in further service changes such as moving from a weekly waste and recycling collection service to an alternate-weekly collection.

OWBC has an enviable track-record of change in recent years. There have been services that have been insourced back into OWBC. There have been shared services created, channel-shift encouraged, and a future-proofed cost-effective full office relocation undertaken. It also seeks further income generation and cost-reduction initiatives as well as reviewing alternative ways of delivery such as sharing resources with other local authorities to reduce costs.

Productivity within OWBC is measured through a number of performance management activities. Holistic Corporate Performance, which includes a combination of Service Performance Standards, Complaint Resolution, Customer Service Statistics, Statutory Performance Indicators and Continuous Improvement Performance Indicators, is reported quarterly to Service Delivery Committee; Strategic and Operational Financial Performance is reported quarterly to the Policy, Finance & Development Committee; performance of Good Governance and Strategic Risk Management is reported to the Audit Committee. All the Council Committees are held in public and recorded and broadcasted for transparency and all have cross-political party representation.

OWBC is very welcoming of external challenge and in 2021 it undertook an LGA Financial Assessment and a Corporate Peer Challenge where an action plan was established and is still being delivered. OWBC also undertakes an annual external assessment to meet the Customer Service Excellence Standard, which covers Customer Insight, Organisational Culture, Information & Access, Service Delivery and Service Quality.

OWBC has a bespoke approach for Service Transformation and service improvements are the norm. Each year Councillor approved Service Improvement PIs are implemented and managed across all Council services. OWBC continues to look at the most advantageous method of service delivery and has a blended approach of out-sourced Leisure, Internal Audit) services, recently in-sourced (ICT) services, internally shared (Revenues & Benefits, Corporate Assets & Clean and Green, Community Safety, Wellbeing, Leisure Contract and Partnerships)

services and externally shared (Health & Wellbeing, Building Control, Local Land Charges, DFG Management +) services, constantly looking to improve value-for-money.

The most significant change in recent years is the move from an antiquated old 'council-house' to a purpose-built multi-functional office space which also provides an annual revenue saving in running costs and has future-proofed the office environment for decades to come. This capital project appraisal demonstrated a positive financial position of @£2M over a ten-year period when compared to staying in the old offices. This move has also enabled the Council to rent out significant floor-space to a local private sector café operator, so also encouraging local business growth whilst providing a new income stream.

There are plans which are being carried out in order to move to an alternate-weekly waste collection regime which will provide in the region of £0.25M p.a. revenue savings. OWBC will continue to look at opportunities for further transformation and these activities will be presented in the Council's new Corporate Strategy (to be approved at July 2024 Council).

There will also inevitably be benefits to be realised from the Commercialisation and Digital Strategies which are planned for development. That said opportunities for significant future savings are realistically limited. Productivity gains for such a small Council as OWBC are restricted as the vast majority of OWBC's expenditure is on statutory services and benchmarking suggests that unit costs are low.

Capital spending plays a crucial role in transforming services and unlocking new opportunities. This can be seen with the earlier office move example and the 'Flexible Use of Capital Receipts' is utilised within the MTFP to help with transformational activities.

Locally led reforms are essential for delivering high-quality public services. OWBC is an active member of the Leicester and Leicestershire Member Advisory Group and collaborate closely with partner Councils around the Strategic Growth Plan.

How we plan to take advantage of technology and make better use of data to improve decision making, service design and use of resources

OWBC uses technology and information to improve service design and therefore increase public value. Decision-making is information driven and evidence-based and all Council Committee Meetings are recorded and digitally broadcasted so that all the decisions taken by Members are available for all to see.

Whilst OWBC will be developing its first Digital Strategy in the near future, its existing Customer Experience Strategy (2023-2026) sets out our vision to achieve the best possible experience for all our customers, acknowledging the pace of digital change is fast and getting faster and research identified that customers increasingly want service that is fast, personalised, proactive and connected.

OWBC has taken bold steps in order to meet that vision and as part of the framework for its success it has organised itself around customer-needs. It uses data and intelligence to improve the customer experience, has developed and continues with a “Customer First” continuous improvement culture and enabling services where possible to be digital by design. Based on analytic research OWBC has introduced virtual customer appointments with residents in order to transcend the traditional physical and web-based customer interaction.

OWBC utilises a sophisticated Customer Relationship Management System across all its services and uses the data and intelligence contained within it to increase analysis of our customer activities, to simplify and improve services and access to services, as well as ensuring that data quality allows us to use that intelligence to target services to the right people.

Our plans to reduce wasteful spend within the organisation and systems

OWBC recognises that there is very limited scope for wasteful spending, with a net revenue budget being very small when compared to the average Borough Council and all spending is aligned to approved budgets. These are now subject to additional Member challenge and scrutiny through Star Chamber procedures, as well as being aligned to the Council’s priorities. The Star Chamber process brings together senior Councillors across both main political groups with the Senior Leadership Team to challenge service expenditure, discuss opportunities for reducing costs as well as becoming more efficient.

OWBC recognises that there will always be a need for consultants, however these are only utilised where it is absolutely necessary. Consultants are mainly utilised in very specific and highly specialised areas. The main requirement is with the Planning Service where it is necessitated in order to fulfil the requirements of the Local Plan development, as mandated by Government. Interims are used only when workforce gaps have occurred through vacancies, in highly professionalised areas such as Planning, Legal and Finance where there are well recorded national shortages in qualified personnel or staff absences for example within the waste collection service and are deemed as essential in order to maintain the delivery of statutory services.

OWBC has very effective processes in place to manage spend with financial regulations and contract procedure rules set out within the constitution. Monthly financial monitoring takes place at a management level and formal reporting to the PFDC Committee takes place on a quarterly basis.

Any costs associated with equality, diversity and inclusion and trade-union time are so negligible that it is uneconomical to record and report.

Whilst OWBC does not share offices with other Councils, it does rent out part of the office premises, as previously mentioned, as well as sharing Officers with other authorities which proves to be a cost-effective way to manage resources and service delivery.

The barriers preventing progress that the Government can help to reduce or remove

Unlike many others, OWBC has not been able to capitalise on the prospect of economic growth within its borough. This is because the area is dense and there is limited opportunity for housing or employment land growth. This has meant OWBC has not seen the tangible increases in Council Tax and New Homes Bonus from housing growth or additional Retained Business Rates achieved through business growth.

Whilst the current funding environment may not be advantageous to many local authorities it is acutely disadvantageous to OWBC and has previously been highlighted to Government officials. The cessation of one-year financial settlements and the eventual conclusion of the 'Fair Funding and Business Rates Reviews' are welcomed. Indeed, some indication of when these will be finalised would be useful.

There are other numerous initiatives which would be helpful such as the ability to set local planning fees, revisiting non-value-adding legislative procedures such as the FOI process, which is a significant burden, as well as a complete review of the external audit regime which is unnecessarily expensive and very resource-hungry.

However more joined-up Government Policy making would also be advantageous, such as NPPF reform, DEFRA (with regard to waste reforms) and DWP policies regarding HB subsidy and costs of temporary/supported accommodation being 'realistically' aligned with Local Government Finance Policies.

How we will our plans be monitored to ensure that improved productivity will be delivered

This Productivity Plan encapsulates the ongoing work that OWBC is undertaking and includes Service Delivery Plans, the Medium-Term Financial Plan, the existing Corporate Plan and emerging Corporate Strategy. These all have existing mechanisms in place for reporting and monitoring corporate performance and improvement, and are all undertaken in public meetings which are also recorded and broadcast live.

The Productivity Plan will be approved at Full Council and, whilst there remains a requirement to produce one, this will be reviewed alongside the OFLOG self-assessment which was undertaken earlier in the year on an annual basis.



Full Council	Tuesday, 16 July 2024	Matter for Information and Decision
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Report Title: **Health and Safety Annual Review (2023/2024)**

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

Purpose of Report:	The purpose of this report is to approve the Full Health and Safety Annual Report for 2023/24 and the revised Health and HS.00.P1 Health and Safety Policy and Statement.
Report Summary:	<p>The Full Health and Safety Annual Report (as set out at Appendix 1) is a summary of the Council’s health and safety performance during period 2023 to 2024. It provides information on accidents, risks, key activities for the last fiscal year and proposals for the next fiscal year.</p> <p>The HS.00.P1 Health and Safety Policy and Statement (as set out at Appendix 2) has been reviewed, this creates a framework for all service areas to function from rather than specific legislative references.</p>
Recommendation(s):	<p>A. That the Full Health and Safety Annual Report (2023/24) (as set out in Appendix 1) be approved; and</p> <p>B. That the HS.001.P1 Health and Safety Policy and Statement (June 2024) (as set out in Appendix 2) be approved.</p>
Senior Leadership, Head of Service, Manager, Officer and Other Contact(s):	<p>Anne Court (Chief Executive / Head of Paid Services) (0116) 257 2602 anne.court1@oadby-wigston.gov.uk</p> <p>David Gill (Head of Law & Democracy / Monitoring Officer) (116 257 2626) david.gill@oadby-wigston.gov.uk</p> <p>Stuart Marbrook (Corporate Assets Manager) (0116) 257 2852 stuart.marbrook@oadby-wigston.gov.uk</p> <p>Zach Bradford (Safety & Resilience Officer) (0116) 257 2866 zach.bradford@oadby-wigston.gov.uk</p>
Strategic Objectives:	Our Council (SO1) Our Partners (SO5)
Vision and Values:	Resourceful & Resilient (V4)
Report Implications:-	
Legal:	The implications are as set out at paragraph 2 of this report.
Financial:	The implications are as set out at paragraph 2 of this report.

Corporate Risk Management:	Decreasing Financial Resources / Increasing Financial Pressures (CR1) Reputation Damage (CR4) Failure to Respond to a Significant Incident (CR7)
Equalities and Equalities Assessment (EA):	There are no implications directly arising from this report. EA not applicable
Human Rights:	There are no implications arising from this report.
Health and Safety:	The implications are as set out at paragraph(es) [2] of this report.
Statutory Officers' Comments:-	
Head of Paid Service:	The report is satisfactory.
Chief Finance Officer:	The report is satisfactory.
Deputy Monitoring Officer:	The report is satisfactory.
Consultees:	None.
Background Papers:	<ul style="list-style-type: none"> • Health and Safety at Work etc. Act 1974 • The Management of Health and Safety at Work Regulations 1999 • Managing for Health and Safety (HSG65)
Appendices:	<ol style="list-style-type: none"> 1. Health and Safety Annual Report (2023/24) 2. HS.00.P1 Health and Safety Policy and Statement (July 2024)

1. Introduction

- 1.1 Attached to this report at **Appendix 1** is the Council's Full Health and Safety Annual Report 2023 to 2024 which provides a summary of the Council's health and safety performance during the financial year April 2023 to March 2024.
- 1.2 As in previous years, the Full Health and Safety Annual Report (**Appendix 1**) is structured in a way as to reflect the Health and Safety Executive guidance. It summarises the Council's health and safety policies, procedures and activities which have taken place over the last financial year.
- 1.3 The HS.00.P1 Health and Safety Policy and Statement is also attached at **Appendix 2** for approval. There are no significant changes to the policy from the one that was last agreed. The document will be re-signed when approved.

2. Information

- 2.1 Managing corporate risk is a key issue and legal requirement for all organisations in the public, private and voluntary sectors. Risks can take on many forms, and it is important that organisations have systems in place which manage those risks sensibly and to a reasonably practicable level at all times.
- 2.2 The management and practice of good health and safety should not be seen as a regulatory burden as it offers significant benefits such as;
 - Improved productivity because Officers are happier, healthier, and more motivated;
 - Improved relationships with all stakeholders;
 - Lower Officer absences and turnover rates;

- Reduced costs, which ensures resources can be better applied elsewhere;
- Reduces the chances of legal action taken against the Council, which again ensures the resources that would be spent fighting against the legal action are applied in other more efficient and beneficial areas.
- A better reputation among our customers, suppliers, partners, communities, and other stakeholders; and
- A positive perception of the Council from the general public.

2.3 It is difficult to calculate the potential cost of poor health and safety management and practice were the worst to happen. However, it is likely that the cost would be significant. There are also non-quantifiable costs, such as loss of reputation, and loss of stakeholders.

2.4 The Full Health and Safety Annual Report (**Appendix 1**) includes appropriate health and safety information, the Council's activities, and performance. This demonstrates to our stakeholders' the Council's commitment to effective health and safety risk management and performance monitoring, to support our desire to continuously improve.

3. Action Plan 2024/25

3.1 A schedule of internal review will be completed, this will consist of reviewing each service area. The schedule for this will run on an interval based upon a risk assessment. This will take the bulk of the work for this year as actions will be generated from this and need to be rectified as soon as is reasonably practicable.

3.2 A review of all the latest training to be released will be completed and learnings will be taken forward into the new year.

3.3 The Lone Working system will be reviewed, this is to ensure that value for money is being had and all people registered within the system understand how to use the system.



Oadby & Wigston
BOROUGH COUNCIL

FULL HEALTH AND SAFETY ANNUAL REPORT (2023/24)

Introduction and Overview

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

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

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

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

This health and safety report brought to this Full Council covers the period from April 2023 to March 2024, this will be described in this Annual Report as the financial year 2023/24.

1. Corporate Governance

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

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

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

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

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

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

All Officers (Including those listed above)

Will;

- Take reasonable care for the health and safety of themselves and others who may be affected by what they do and do not do.
- Follow any training they have received and take part in any health and safety training offered.
- Not intentionally, or recklessly, interfere with or misuse anything that serves to protect safety, health, or welfare.
- Co-operate with the Council in matters related to health and safety.
- Report any injuries, ill health or near misses immediately.
- Always follow all safe systems of work.
- Raise any concerns they have with their direct line manager if they think the work or inadequate controls are putting anyone's health and safety at serious risk.

2. Statistical Information

Regulatory Interventions:

Fire Officer Visit

The Council received a visit to the Freer Centre by a Fire Officer from Leicestershire Fire and Rescue, who carried out an inspection of fire safety. As a result, the Fire Officer found the Council to be 'broadly compliant' which means no breaches were found and a level of fire safety was evident.

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

Accident Statistics: The tables below detail the number of accidents, incidents and near misses. The reporting procedure for this year has been improved, this is possibly a reason for an increase in adverse events.

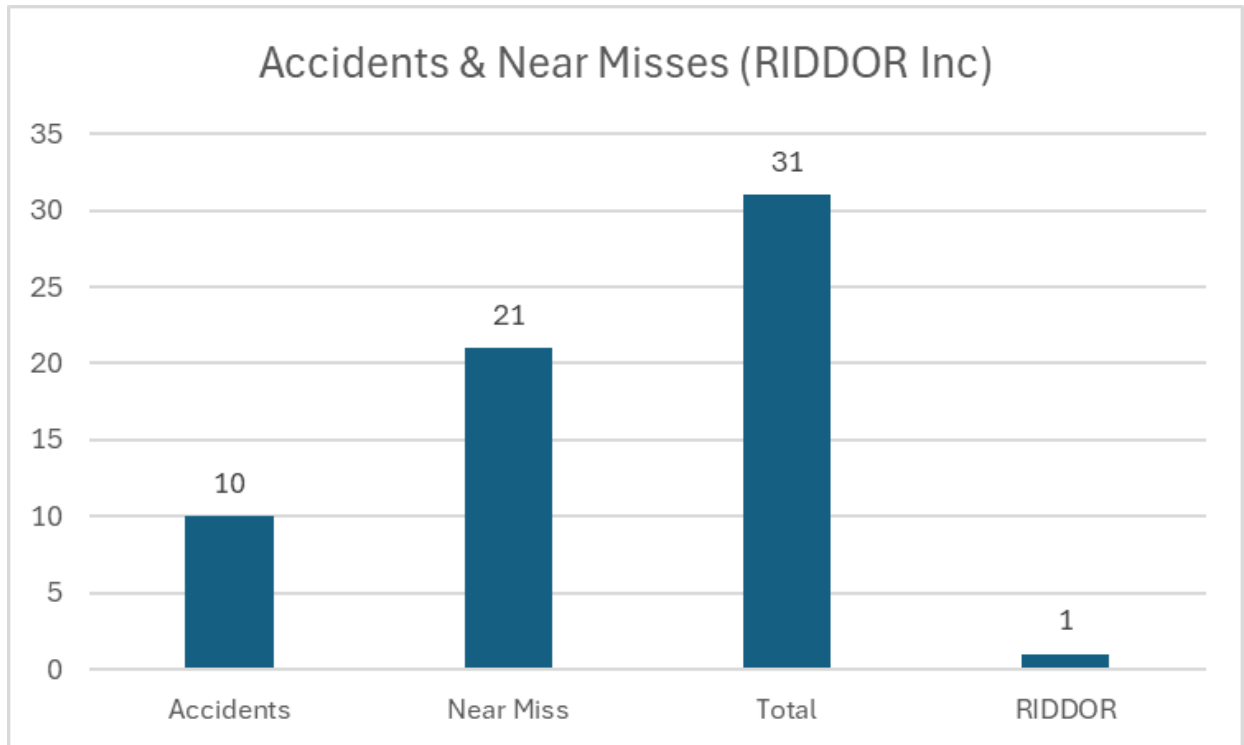


Figure 1 2023/24 Total Accidents, Near Misses & RIDDOR

As shown above in figure 1, the total accidents for the year were 10, 1 of which were reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), and 21 near misses were recorded. This is a 25% increase in accidents reported and just under 10 times the number of near misses were recorded this year. This is an expected increase due to the improved reporting and investigation procedure.

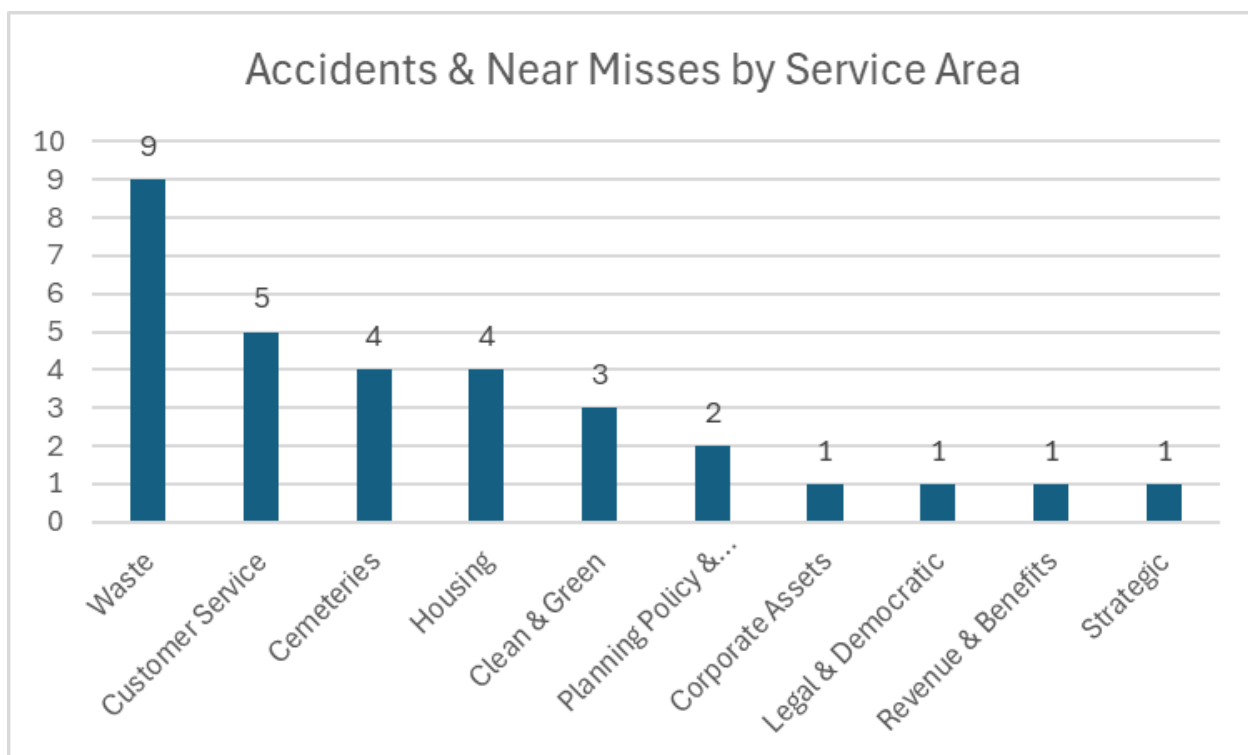


Figure 2 Adverse Events by Service Area

In Figure 2 above, it is shown that the Council have had 9 adverse events related to the Waste operations, 5 related to Customer Service, 4 related to the Cemeteries and Housing, 3 within Clean & Green, 2 within Planning and 1 in each of Corporate Assets, Legal & Democratic, Revenue & Benefits and Strategy respectively.

The higher figures from the operational teams are to be expected, as the Officers from this area are exposed to more hazards more frequently.

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

Investigations into the above resulted in the following;

- Implementation of Cut Level 2 Gloves within the Waste team;
- Trailer towing course given to operatives who need it; and
- Additions to the Customer Alert System.

RIDDOR: There was one reportable accident in 2023/24, this was an operative who hurt their back pulling weeds. As a result, training was given to the operator to ensure that they always used the mechanical aid during removal of weeds.

3. Partnership

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

The group has representation from the following Councils.

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

4. Key Activities 2023/24

The following list shows several areas in which the Safety & Resilience Officer has been involved in during the financial year of 2023/24. It is important to note these would not have been possible to achieve without good cooperation and support from fellow Officers at all levels.

- Refreshing and development of new Risk Assessment templates, guidance, and registers.
- Full review of the Corporate Lone Worker system.
- Completion and successful move to Brocks Hill.
- Implementation of a Council wide training matrix.
- Development of all Policies related to the current Council's potential risks.
- Supporting the Waste Transformation project on a Manual Handling issue.

5. Risks

Some of the risks associated with the Council’s business are shown in the table below, along with a brief description in the table below that. This is not an exhaustive list of the risks that are associated with the Council but is a way of prioritising the action plan for 2024/25. Please note all risks will be high as this is what will be actioned going forward.

		Impact >				
		Negligible (1)	Minor (2)	Moderate (3)	Severe (4)	Major (5)
Likelihood ^	Certain (5)					
	Likely (4)			2 & 3	1	
	Possible (3)					
	Unlikely (2)					
	Rare (1)					

Risk No	Description
1	Internal Review – This will ensure all gaps are captured Council wide. This will cover most of the issues that would be outlined below.
2	Training – Ensuring all the Officers and Operational members of staff are made aware of the hazards which they face
3	Lone Working – Review the use of the Lone Worker system to ensure it is being used.

6. Action Plan 2024/25

Following on from the highlighted areas of risk going into the financial year of 2024/25. The following actions will be completed.

1. A schedule of internal review will be completed, this will consist of each service area. The schedule for this will run on an interval based upon a risk assessment. This will take the bulk of the work for this year as actions will be generated from this and need to be rectified as soon as is reasonably practicable.
2. A review of all the latest training to be released will be completed and learnings will be taken forward into the new year.
3. The Lone Working system will be reviewed, this is to ensure that value for money is being had and all people registered within the system understand how to use the system.

A full update of this action plan will be provided to Members at the end of the 2024/2025 financial year (April 2025) or as and when requested by Members.

7. Conclusion

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

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

The work that will take place in the coming financial year of 2024/25, will build upon the previous years of good work by all the Council's Officers and Members, and will lead to a more informed proactive and positive safety culture.

Health & Safety Policy and Statement

July 2024

Health & Safety Policy and Statement

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

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

We are committed to achieving this by:

Leadership and Accountability

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

Health and Welfare

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

Workplace Environment and Equipment

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

Systems and Procedures

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

Communication

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

Sensible Risk Management.

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

Competence and Training

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

Legal Compliance and Best Practice

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

Continuous Improvement and Review

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

Anne Court

Chief Executive Officer

July 2024

Samia Haq

Leader of the Council

July 2024