



TO COUNCILLOR:

G S Atwal
E R Barr
L A Bentley
Miss A R Bond
G A Boulter
J W Boyce
Mrs L M Broadley
F S Broadley
D M Carter

Mrs K M Chalk
Miss M V Chamberlain
M H Charlesworth
M L Darr
B Dave
R F Eaton (Mayor)
Mrs L Eaton
R E Fahey
D A Gamble

Mrs S Z Haq (Deputy Mayor)
J Kaufman
Dr T K Khong
Mrs H E Loydall
K J Loydall
Mrs S B Morris
R E R Morris
R H Thakor

Dear Councillor *et al*

I hereby **SUMMON** you to attend a meeting of the **COUNCIL** to be held at the **COUNCIL OFFICES, STATION ROAD, WIGSTON, LEICESTERSHIRE, LE18 2DR** on **TUESDAY, 25 APRIL 2017** at **7.00 PM** for the transaction of the business set out in the Agenda below.

Yours faithfully

Council Offices
Wigston
21 April 2017

Mark Hall
Chief Executive

<u>ITEM NO.</u>	<u>AGENDA UPDATE</u>	<u>PAGE NO'S</u>
10.	Members' Allowance Scheme 2017/18	1 - 7
12.	Draft Schedule of Council and Allied Meetings 2017/18	8 - 25
14.	Receiving of Minutes for Information	
	The Council will receive the minutes from the meetings of the below-mentioned Committees, Forums, Working Groups and Outside Bodies for the purposes of information in accordance with Rule 17 of Part 4 of the Constitution.	
h)	Minutes of the Service Delivery Committee held on Tuesday, 21 March 2017	26 - 35
	Members are advised that the Minutes of the Service Delivery Committee held on Tuesday, 21 March 2017 shall follow in an Agenda Update issued ahead of the meeting of the Council in due course.	
i)	Notes of the Armed Forces Working Group held on Wednesday, 22 March 2017	36 - 38



j) Minutes of the Policy, Finance and Development Committee held on Tuesday, 28 March 2017

39 - 48

Members are advised that the Minutes of the Policy, Finance and Development Committee held on Tuesday, 28 March 2017 shall follow in an Agenda Update issued ahead of the meeting of the Council in due course.

For more information, please contact:

Democratic Services

Oadby and Wigston Borough Council
Council Offices
Station Road, Wigston
Leicestershire
LE18 2DR

t: (0116) 257 2643

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

APPENDIX 1b

OADBY AND WIGSTON BOROUGH COUNCIL SCHEME OF MEMBERS' ALLOWANCES – 2017/18

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

1. This scheme may be cited as the Oadby and Wigston Borough Council Members' Allowances Scheme and shall have effect for the period from 10 May 2017 to 9 May 2018.

2. In this scheme,

“Councillor” means a member of the Oadby and Wigston Borough Council who is a Councillor

“Year” means the period ending with 9 May 2018.

Basic Allowance

3. Subject to paragraph 6, a Basic Allowance of **£4,750** shall be paid to each Councillor.

The Basic Allowance is intended to recognise the time devoted by Councillors to their work, including their community representative role, and to cover some incidental expenses incurred by them.

Special Responsibility Allowances

4. (1) A Special Responsibility Allowance shall be paid to those Councillors (in addition to the Basic Allowance) who hold the special responsibilities in relation to the Authority that are specified in Schedule 1 to this Scheme.

(2) Subject to paragraph 6, the amount of each such allowance shall be the amount specified against that special responsibility in that Schedule.

(3) That Councillors be permitted to claim no more than two Special Responsibility Allowances. Where it appears to a Councillor that this policy has brought about an inequitable situation, that person may appeal to have the matter reviewed, to the independent Adjudication Panel (see paragraph 6 (7) post).

(4) The Chief Executive, in consultation with the Leader of the Council and having regard to the guidance provided at Schedule 3 below, be authorised to approve the attendance of Councillors at appropriate events where they would be representing the Council and to make payment of special responsibility attendance allowance and any other relevant travel and subsistence expenses covered by the Scheme for the relevant period of absence from home, providing that authority for attendance is given by the Chief Executive in advance of the event taking place.

Claiming of Allowances

5. A Councillor may by notice in writing given to the Head of Corporate Resources decline to claim any part of his or her entitlement to an allowance under this Scheme.

Part-Year Entitlements

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

Allowance, that Councillor's entitlement shall be to the payment of such part of that allowance as bears to the whole the same proportion as the number of days during which he or she has such special responsibilities bears to the number of days in that year.

- (6) Where this Scheme is amended as mentioned in sub-paragraph (2) above, and a Councillor has during part, but does not have throughout the whole, of any period mentioned in sub-paragraph (2)(a) of that paragraph any such special responsibilities as entitle him or her to a Special Responsibility Allowance, that Councillor's or Independent Person's entitlement shall be to the payment of such part of the allowance referable to each such period (ascertained in accordance with that sub-paragraph) as bears to the whole the same proportion as the number of days in that period during which he or she has such special responsibilities bears to the number of days in that period.
- (7) A meeting of an Adjudication Panel comprising the Chief Executive, a member of the Independent Remuneration Panel and a senior Councillor, be called to consider and decide upon any issue of uncertainty or ambiguity that might arise in interpretation of the Scheme.

Travelling and Subsistence Allowances

7. Councillors may claim Travelling and Subsistence Allowances in respect of the following categories of meetings, subject to them being held outside the Borough, at the rates prescribed in Schedule 2 to this Scheme.
- Conferences and meetings where attendance is authorised by the Council, a Committee or by the Chief Executive
 - Outside Bodies to which the Councillor has been appointed by the Council, a Committee or by the Chief Executive

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

Childcare and Dependant Carers' Allowance

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

Claims

10. Claims for the payment of Travelling and Subsistence Allowances under this Scheme must be made on the official forms provided within two months of the date on which the meeting took place.

These forms are available from Corporate Resources.

Payments

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

Suspension

13. All allowances will be withheld from any Councillor who has been suspended and any allowance paid must be reimbursed with the exception of any payment in arrear in respect of entitlement prior to the time of suspension.

Updating

14. This Scheme shall be updated on 10 May in line with the level of the Retail Price Index in any year when there is no independent review.

Schedule 1

Special Responsibility Allowances

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

	SRA (£)
Leader of the Council	10,000
Deputy Leader of the Council * halved where shared	2,500*
Leader of the Opposition Group # pro rata based on the total membership of groups where applicable	2,500#
Chairman of Policy, Finance & Development, Service Delivery, Development Control	3,500
Vice Chairman of Policy, Finance & Development, Service Delivery, Development Control	1,050
Chairman of Council (Mayor)	3,500
Vice Chairman of Council (Deputy Mayor)	1,000
Chairman of Licensing & Regulatory Committee	2,500
Vice Chairman of Licensing & Regulatory Committee	1,000
Member of Development Control Committee (other than Chairman or Vice Chairman)	Nil
Generic Task Group Chairman Allowance (pro rata if the Group disbands)	1,000
Change Management Committee Chairman	1,000
Community Engagement Group Chairman	1,000
Children and Young People Forum Chairman	1,000
Greening of the Borough Working Group Chairman	1,000
Community Safety Partnership Chairman (where it is a Member of the Council)	1,000
Place Shaping Working Group Chairman	1,000
Health and Wellbeing Board Chairman	1,000
Residents Forum Chairman	1,000
Members Standards Complaints – Adjudication Panel (up to 4 hours*, over 4 hours** per attendance)	50* or 100**
Member of Licensing Panel (up to 4 hours*, over 4 hours** per attendance)	30* or 60**
Member of Internal Interview Panel (up to 4 hours*, over 4 hours** per attendance)	50* or 100**
Representative on Outside Body (up to 4 hours*, over 4 hours** per attendance)	30* or 60**

NOTE: Where daily rates are paid, time to be calculated from time when leaving home to time when returned to home.

Schedule 2

Travelling and Subsistence Allowances

A. Travelling

1. Motor Car – 52.2p per mile regardless of engine size *
Motor Car Passengers - 3.0p per mile for the first passenger and 2.0p per mile for the second and subsequent passengers up to 4 (to whom a travelling allowance would otherwise be payable)
2. Motor Cycle - 26p per mile
3. Bicycle - 10p per mile
4. Toll, ferry and parking fees (including overnight garaging) - actual cost on production of a receipt
5. Taxis - actual fare (plus reasonable gratuity) either in case of urgency or where no public transport is reasonably available
6. Public Transport - second class or any available cheap day fare unless there are exceptional circumstances approved by the Chief Financial Officer for first class fare.

*Mileage rate for Council officers.

B. Subsistence

1. Absence not involving absence overnight – up to the following limits on production of a receipt

(a)	Breakfast (leaving home before 7.30am)	£ 6.50
(b)	Lunch (absent between 12 noon and 2pm)	£ 8.00
(c)	Tea* (arriving home after 5.30pm)	£ 6.00
(d)	Evening Meal* (arriving home after 8.30pm)	£12.00

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

Schedule 3

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

Introduction

1. Under the Scheme of Delegation, the Chief Executive has been granted delegated authority, in consultation with the Leader of the Council, to approve attendance by Members at conferences, seminars or meetings which have not previously been approved by the Council.
2. In exercising his/her delegation the Chief Executive must have regard to these guidelines.

Guidelines

3. The Chief Executive must ensure that there is sufficient budgetary provision taking into account:-
 - a) The financial provision required for the support and development needs of all Members for the financial year in question.
 - b) The cost and quality of the seminar/conference/meeting where applicable.
4. The Chief Executive must ensure that:-
 - a) The meeting/conference/seminar is relevant to the Member's role and responsibilities at the Council, (i.e by virtue of membership of a Committee, Sub Committee, Task Group, Panel or Outside Body) or, his/her position as Chairman or Vice-Chairman of a Committee, Sub-Committee, Task Group, Panel or Outside Body, OR
 - b) Attendance would be beneficial to the Council or non-attendance would be prejudicial to the Council or its standing in the wider community, OR

The conference/seminar/meeting provides necessary or relevant training or education to the Member in his or her capacity as a Borough Councillor.



Council	Tuesday, 25 April 2017	Matter for Information and Decision
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Title: Draft Schedule of Council and Allied Meetings 2017/18 (Update)

Author: Mark Hall (Chief Executive)

1. Introduction

Primarily in view of the pre-election period (i.e. purdah) implications engendered by the recently confirmed and upcoming UK Parliamentary (General) Election to be held on Thursday, 8 June 2017, this report provides Members with the subsequently revised draft Schedule of Council and Allied Meetings for the municipal year 2017/18.

2. Recommendations

That the revised draft Schedule of Council and Allied Meetings for the municipal year 2017/18 be noted by Members for information only.

3. Information

- 3.1. The attached revised draft Schedule sets out the proposed revised dates, times and venues of meetings for the municipal year 2017/18.
- 3.2. The Appendices to this report provides the revised proposed dates, times and venues in both a calendar (**Appendix 1**) and table (**Appendix 2**) format.
- 3.3. Officers and Members have been consulted in the drafting of this revised Schedule.
- 3.4. Members should acknowledge the following, notable changes between the previous draft Schedule and the revised draft Schedule appended to this report, namely:-
 - (a) The Members' Finance Strategy Briefing has been re-scheduled from 25 May 2017 to 13 June 2017 at 7:00 pm;
 - (b) The meeting of the Council has been re-scheduled from 6 June 2017 to 20 June 2017 at 7:00 pm;
 - (c) The meeting of the Place Shaping Working Group has been re-scheduled from 8 June 2017 to 21 June 2017 at 6:30 pm;
 - (d) The meeting of the Service Delivery Committee has been re-scheduled from 3 April 2018 to 20 March 2018 at 7:00 pm;
 - (e) The meeting of the Supporting Leicestershire Families' Working Group has been re-scheduled from 10 April 2018 to 3 April 2018 at 6:30 pm; and
 - (f) The meeting of the Policy, Finance and Development Committee has been re-scheduled from 17 April 2018 to 10 April 2018 at 7:00 pm.
- 3.5. If the revised draft Schedule is noted by Members, the final Schedule shall be put before Members for resolution at the Annual General Meeting (AGM) of the Council to be held on 16 May 2017. Accordingly, the revised draft Schedule is to be considered as provisional, and again subject to further albeit minor amendments, until such time.

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Tel: (0116) 257 2643

Implications

Financial (CR)	No implications.
Legal (AC)	The regulations pertaining to the pre-election period (i.e. purdah) for the UK Parliamentary (General) Election must be observed.
Risk (SB)	No implications.
Equalities (SB)	No implications.
	Equality Assessment:- <input type="checkbox"/> Initial Screening <input type="checkbox"/> Full Assessment <input checked="" type="checkbox"/> Not Applicable

May 2017

May 2017							June 2017						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7	5	6	7	1	2	3	4
8	9	10	11	12	13	14	12	13	14	15	16	17	18
15	16	17	18	19	20	21	19	20	21	22	23	24	25
22	23	24	25	26	27	28	26	27	28	29	30		
29	30	31											

	Monday	Tuesday	Wednesday	Thursday	Friday
1 - 5 May	1 May Early May Bank Holiday (N/A) -	2	3	4 Election Polling Day Leicestershire	5
	8	9	10	11 19:00 22:00 Development Control Committee (DC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR) - DemocraticServices	12
8 - 12 May	15 18:30 21:30 Youth Council (YC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	16 19:00 22:00 Council Annual General Meeting (AGM) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR) - DemocraticServices	17	18	19
	22	23 19:00 22:00 Council (C) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	24	25 19:00 22:00 Development Control Committee Members' Training (DC) (Members Only) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	26
15 - 19 May	29 Spring Bank Holiday (N/A) -	30	31	1 Jun	2
22 - 26 May					
29 May - 2 Jun					

June 2017

June 2017							July 2017						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
5	6	7	1	2	3	4	3	4	5	6	7	1	2
12	13	14	8	9	10	11	10	11	12	13	14	15	16
19	20	21	22	23	24	25	17	18	19	20	21	22	23
26	27	28	29	30			24	25	26	27	28	29	30
							31						

	Monday	Tuesday	Wednesday	Thursday	Friday
	5 Jun	6	7	8	9
5 - 9 Jun	13:30 15:30 Community Safety Partnership (CSP) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)		14:00 16:30 Senior Citizens' Forum (SCF) (Brocks Hill Country Park and Environmental Centre, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	Election Polling Day Parliamentary	
	12	13	14	15	16
Jun 12 - 16 Jun		19:00 22:00 Members' Briefing Members' Finance Strategy Briefing (Members Only) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	18:30 20:30 Children and Young Peoples' Forum (CYP) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	19:00 22:00 Development Control Committee (DC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	
	19	20	21	22	23
Jun 19 - 23 Jun	18:30 21:30 Youth Council (YC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	13:30 15:30 Community Engagement Forum (CEF) (Council Chamber, Council Offices, Station Road, Wigs 19:00 22:00 Council (C) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE1	18:30 20:30 Place Shaping Working Group (PSWG) (Committee Room, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	18:30 21:30 Licensing and Regulatory Committee Members' Training (LR) (Members Only) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	
	26	27	28	29	30
26 - 30 Jun		19:00 22:00 Service Delivery Committee (SD) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	19:30 22:00 South Wigston Residents' Forum (SWRF) (TBC)		
	3	4	5	6	7
3 - 7 Jul				14:00 17:00 Highway Forum Oadby and Wigston (HF) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	

July 2017 - August 2017

July 2017							August 2017						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
3	4	5	6	7	8	9	7	8	9	10	11	12	13
10	11	12	13	14	15	16	14	15	16	17	18	19	20
17	18	19	20	21	22	23	21	22	23	24	25	26	27
24	25	26	27	28	29	30	28	29	30	31			
31													

	Monday	Tuesday	Wednesday	Thursday	Friday
10 - 14 Jul	10 Jul	11 19:00 22:00 Policy, Finance and Development Committee (PFD) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR) -	12 19:00 21:30 Wigston Residents' Forum (WRF) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	13	14
17 - 21 Jul	17 18:30 21:30 Youth Council (YC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	18 13:30 15:30 Health and Wellbeing Board (HWB) (Committee Room, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	19 18:30 21:30 Licensing and Regulatory Committee (LR) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	20 19:00 22:00 Development Control Committee (DC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	21
Page 12	24	25 19:00 22:00 Policy, Finance and Development Committee (PFD) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	26 18:30 21:30 Change Management Committee (CM) (Committee Room, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	27 18:30 21:00 Oadby Residents' Forum (ORF) (TBC)	28
31 Jul - 4 Aug	31 13:30 15:30 Community Safety Partnership (CSP) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	1 Aug	2	3	4
7 - 11 Aug	7	8	9	10	11

August 2017 - September 2017

August 2017							September 2017						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
7	1	2	3	4	5	6	4	5	6	7	1	2	3
14	8	9	10	11	12	13	11	12	13	14	15	16	17
21	15	16	17	18	19	20	18	19	20	21	22	23	24
28	22	23	24	25	26	27	25	26	27	28	29	30	

	Monday	Tuesday	Wednesday	Thursday	Friday
14 - 18 Aug	14 Aug	15	16	17	18
21 - 25 Aug	21 18:30 21:30 Youth Council (YC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	22	23 14:00 16:30 Senior Citizens' Forum (SCF) (Freer Community Centre, Leicester Road, Wigston, Leicesters 18:30 20:30 Children and Young Peoples' Forum (CYP) (Council Chamber, Council Offices, Station	24 19:00 22:00 Development Control Committee (DC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	25
28 Aug - 1 Sep	28 Summer Bank Holiday (N/A) -	29	30	31	1 Sep
4 - 8 Sep	4	5 18:00 19:00 Members' Briefing Members' Budget Briefing (Members Only) (Council Chamber, 19:00 22:00 Council (C) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE1	6	7 18:30 20:30 Armed Forces Working Group (AFWG) (Committee Room, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	8
11 - 15 Sep	11 19:00 21:30 Wigston Residents' Forum (WRF) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	12	13 19:30 22:00 South Wigston Residents' Forum (SWRF) (TBC)	14 18:30 20:30 Place Shaping Working Group (PSWG) (Committee Room, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	15

September 2017 - October 2017

September 2017							October 2017						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
				1	2	3							1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30		23	24	25	26	27	28	29
							30	31					

	Monday	Tuesday	Wednesday	Thursday	Friday
18 - 22 Sep	18 Sep 18:30 21:30 Youth Council (YC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	19	20 18:30 21:00 Oadby Residents' Forum (ORF) (TBC)	21 19:00 22:00 Development Control Committee (DC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	22
	25	26 09:30 15:00 Senior Citizens' Forum Young at Hearts Day (SCF) (Brocks Hill Country Park and Environmental Centre, Washbrook Lane, Oadby, Leicester, LE2 5JJ)	27 13:30 15:30 Community Engagement Forum (CEF) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	28	29
25 - 29 Sep	2 13:30 15:30 Community Safety Partnership (CSP) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	3 14:00 17:00 Highway Forum Oadby and Wigston (HF) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR) 18:30 20:30 Supporting Leicestershire Families Group (SLF) (Committee Room, Council Offices, Station Roa	4	5	6
	9	10 19:00 22:00 Service Delivery Committee (SD) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	11 13:30 15:30 Health and Wellbeing Board (HWB) (Committee Room, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	12 18:30 21:30 Licensing and Regulatory Committee (LR) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	13
2 - 7 Oct	16 18:30 19:30 Youth Council (YC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	17 18:30 20:30 Children and Young Peoples' Forum (CYP) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	18	19 19:00 22:00 Development Control Committee (DC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	20
	9	10	11	12	13
9 - 13 Oct	16 18:30 19:30 Youth Council (YC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	17 18:30 20:30 Children and Young Peoples' Forum (CYP) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	18	19 19:00 22:00 Development Control Committee (DC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	20
	16	17	18	19	20
16 - 20 Oct	16 18:30 19:30 Youth Council (YC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	17 18:30 20:30 Children and Young Peoples' Forum (CYP) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	18	19 19:00 22:00 Development Control Committee (DC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	20
	16	17	18	19	20

October 2017 - November 2017

October 2017							November 2017						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
2	3	4	5	6	7	8	6	7	8	9	10	11	12
9	10	11	12	13	14	15	13	14	15	16	17	18	19
16	17	18	19	20	21	22	20	21	22	23	24	25	26
23	24	25	26	27	28	29	27	28	29	30			
30	31												

	Monday	Tuesday	Wednesday	Thursday	Friday
23 - 27 Oct	23 Oct	24	25	26	27
			18:30 21:30 Change Management Committee (CM) (Committee Room, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)		
30 Oct - 3 Nov	30	31	1 Nov	2	3
		19:00 22:00 Policy, Finance and Development Committee (PFD) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)		19:00 22:00 Development Control Committee Members' Training (DC) (Members Only) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	
6 - 10 Nov	6	7	8	9	10
			19:30 22:00 South Wigston Residents' Forum (SWRF) (TBC)		
13 - 17 Nov	13	14	15	16	17
			18:30 21:00 Oadby Residents' Forum (ORF) (TBC)	19:00 22:00 Development Control Committee (DC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	
20 - 24 Nov	20	21	22	23	24
	18:30 21:30 Youth Council (YC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)		17:30 20:00 Oadby and Wigston Awards Evening (Parklands Leisure Centre, Function Suite, Washbrook Lane, Wigston Road, Oadby, LE2 5QG)	18:30 21:30 Licensing and Regulatory Committee Members' Training (LR) (Members Only) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	

December 2017

December 2017							January 2018						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
4	5	6	7	8	9	10	1	2	3	4	5	6	7
11	12	13	14	15	16	17	8	9	10	11	12	13	14
18	19	20	21	22	23	24	15	16	17	18	19	20	21
25	26	27	28	29	30	31	22	23	24	25	26	27	28
							29	30	31				

	Monday	Tuesday	Wednesday	Thursday	Friday
	27 Nov	28	29	30	1 Dec
27 Nov - 1 Dec			19:00 21:30 Wigston Residents' Forum (WRF) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)		
	4	5	6	7	8
4 - 8 Dec	13:30 15:30 Community Safety Partnership (CSP) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	19:00 22:00 Council (C) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)		18:30 20:30 Place Shaping Working Group (PSWG) (Committee Room, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	
	11	12	13	14	15
11 - 15 Dec		13:30 15:30 Community Engagement Forum (CEF) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	14:00 16:30 Senior Citizens' Forum Christmas Concert (SCF) (The Elms Social and Ex-Services Club, Bushlo 18:30 20:00 Christmas Carol Concert (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	19:00 22:00 Development Control Committee (DC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	
	18	19	20	21	22
18 - 22 Dec	18:30 21:30 Youth Council (YC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)				
	25	26	27	28	29
25 - 29 Dec	Christmas Day (Substitute Day) (N/A)	Boxing Day (N/A) -	Floating Bank Holiday (OWBC) (N/A)		

January 2018

January 2018							February 2018						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28				

	Monday	Tuesday	Wednesday	Thursday	Friday
	1 Jan 18	2	3	4	5
	New Year's Day (N/A)				
1 - 5 Jan					
	8	9	10	11	12
8 - 12 Jan					
	15	16	17	18	19
15 - 19 Jan			13:30 15:30 Health and Wellbeing Board (HWB) (Committee Room, Council Offices, Station Road, Wigs 18:30 21:30 Change Management Committee (CM) (Committee Room, Council Offices, Station Roa	19:00 22:00 Development Control Committee (DC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	
	22	23	24	25	26
22 - 26 Jan	18:30 21:30 Youth Council (YC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	19:00 22:00 Service Delivery Committee (SD) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	18:30 20:30 Children and Young Peoples' Forum (CYP) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	18:30 21:30 Licensing and Regulatory Committee (LR) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	
	29	30	31	1 Feb	2
29 Jan - 2 Feb					

February 2018 - March 2018

February 2018							March 2018						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4				1	2	3	4
5	6	7	8	9	10	11	5	6	7	8	9	10	11
12	13	14	15	16	17	18	12	13	14	15	16	17	18
19	20	21	22	23	24	25	19	20	21	22	23	24	25
26	27	28					26	27	28	29	30	31	

	Monday	Tuesday	Wednesday	Thursday	Friday
5 - 9 Feb	5 Feb 13:30 15:30 Community Safety Partnership (CSP) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	6 19:00 22:00 Policy, Finance and Development Committee (PFD) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	7	8	9
	12	13	14	15 19:00 22:00 Development Control Committee (DC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	16
12 - 16 Feb	19 18:30 21:30 Youth Council (YC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	20	21	22 19:00 22:00 Council Council Tax and Budget Setting (C) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	23
	26	27	28 18:30 21:00 Oadby Residents' Forum (ORF) (TBC)	1 Mar	2
26 Feb - 2 Mar	5	6	7 19:30 22:00 South Wigston Residents' Forum (SWRF) (TBC)	8 18:30 20:30 Place Shaping Working Group (PSWG) (Committee Room, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	9
5 - 9 Mar					

March 2018 - April 2018

March 2018							April 2018						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	29
							30						

	Monday	Tuesday	Wednesday	Thursday	Friday
12 - 16 Mar	12 Mar 00:00 Commonwealth Day Flying the Flag (N/A)	13 13:30 15:30 Community Engagement Forum (CEF) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	14 19:00 21:30 Wigston Residents' Forum (WRF) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	15 19:00 22:00 Development Control Committee (DC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	16
	19 - 23 Mar	19 18:30 21:30 Youth Council (YC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	20 19:00 22:00 Service Delivery Committee (SD) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	21 18:30 20:30 Children and Young Peoples' Forum (CYP) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	22 18:30 20:30 Armed Forces Working Group (AFWG) (Committee Room, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)
26 - 30 Mar		26	27	28	29
	2 - 6 Apr	2 Easter Monday (N/A)	3 18:30 20:30 Supporting Leicestershire Families Group (SLF) (Committee Room, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	4 18:30 21:30 Change Management Committee (CM) (Committee Room, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	5 18:30 21:30 Licensing and Regulatory Committee (LR) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)
9 - 13 Apr		9 13:30 15:30 Community Safety Partnership (CSP) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	10 19:00 22:00 Policy, Finance and Development Committee (PFD) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	11 13:30 15:30 Health and Wellbeing Board (HWB) (Committee Room, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	12 19:00 22:00 Development Control Committee (DC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)

April 2018 - May 2018

April 2018							May 2018						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
2	3	4	5	6	7	8	7	8	9	10	11	12	13
9	10	11	12	13	14	15	14	15	16	17	18	19	20
16	17	18	19	20	21	22	21	22	23	24	25	26	27
23	24	25	26	27	28	29	28	29	30	31			
30													







































































	Monday	Tuesday	Wednesday	Thursday	Friday
16 - 20 Apr	16 Apr 18:30 21:30 Youth Council (YC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	17	18	19	20
	23	24 19:00 22:00 Council (C) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	25	26	27
23 - 27 Apr	30	1 May	2	3 00:00 Election(s) Polling Day (N/A)	4
	7 Early May Bank Holiday (N/A)	8	9	10	11
30 Apr - 4 May	14	15 19:00 22:00 Council Annual General Meeting (AGM) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	16	17	18
	7 - 11 May				
14 - 18 May					

May 2018 - June 2018

May 2018							June 2018						
Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su
7	1	2	3	4	5	6	4	5	6	7	1	2	3
14	8	9	10	11	12	13	11	12	13	14	15	16	17
21	15	16	17	18	19	20	18	19	20	21	22	23	24
28	22	23	24	25	26	27	25	26	27	28	29	30	

	Monday	Tuesday	Wednesday	Thursday	Friday
21 - 25 May	21 May 18:30 21:30 Youth Council (YC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	22	23 18:30 20:30 Children and Young Peoples' Forum (CYP) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	24 19:00 22:00 Development Control Committee (DC) (Council Chamber, Council Offices, Station Road, Wigston, Leicestershire, LE18 2DR)	25
	28 Spring Bank Holiday (N/A)	29	30	31	1 Jun
28 May - 1 Jun	4	5	6	7	8
	11	12	13	14	15
4 - 8 Jun	18	19	20	21	22
11 - 15 Jun					
18 - 22 Jun					






































Draft Schedule of Council & Allied Meetings 2017/18 (Table) (v.7)

 Meeting/Event Type	Meeting/Event Title (Acronym)	Venue/Location	Date/Time 
 Meeting/Event Type: Bank Holiday (14 items)			
	 Bank Holiday	Early May Bank Holiday	N/A
	 Bank Holiday	Spring Bank Holiday	N/A
	 Bank Holiday	Summer Bank Holiday	N/A
	 Bank Holiday	Christmas Day (Substitute Day)	N/A
	 Bank Holiday	Boxing Day	N/A
	 Bank Holiday	Floating Bank Holiday (OWBC)	N/A
	 Bank Holiday	New Year's Day	N/A
	 Bank Holiday	Good Friday	N/A
	 Bank Holiday	Easter Monday	N/A
	 Bank Holiday	Early May Bank Holiday	N/A
	 Bank Holiday	Spring Bank Holiday	N/A
	 Bank Holiday	Summer Bank Holiday	N/A
	 Bank Holiday	Christmas Day	N/A
	 Bank Holiday	Boxing Day	N/A
 Meeting/Event Type: Board/Group/Forum (22 items)			
	 Board/Group/Forum	Children and Young Peoples' Forum (CYP)	Council Chamber, Council Offices, Station Road, Wigsto... 14 June 2017 18:30
	 Board/Group/Forum	Community Engagement Forum (CEF)	Council Chamber, Council Offices, Station Road, Wigsto... 20 June 2017 13:30
	 Board/Group/Forum	Place Shaping Working Group (PSWG)	Committee Room, Council Offices, Station Road, Wigsto... 21 June 2017 18:30
	 Board/Group/Forum	Health and Wellbeing Board (HWB)	Committee Room, Council Offices, Station Road, Wigsto... 18 July 2017 13:30
	 Board/Group/Forum	Children and Young Peoples' Forum (CYP)	Council Chamber, Council Offices, Station Road, Wigsto... 23 August 2017 18:30
	 Board/Group/Forum	Armed Forces Working Group (AFWG)	Committee Room, Council Offices, Station Road, Wigsto... 07 September 2017 18:30
	 Board/Group/Forum	Place Shaping Working Group (PSWG)	Committee Room, Council Offices, Station Road, Wigsto... 14 September 2017 18:30
	 Board/Group/Forum	Community Engagement Forum (CEF)	Council Chamber, Council Offices, Station Road, Wigsto... 27 September 2017 13:30
	 Board/Group/Forum	Supporting Leicestershire Families Group (SLF)	Committee Room, Council Offices, Station Road, Wigsto... 03 October 2017 18:30
	 Board/Group/Forum	Health and Wellbeing Board (HWB)	Committee Room, Council Offices, Station Road, Wigsto... 11 October 2017 13:30
	 Board/Group/Forum	Children and Young Peoples' Forum (CYP)	Council Chamber, Council Offices, Station Road, Wigsto... 17 October 2017 18:30
	 Board/Group/Forum	Place Shaping Working Group (PSWG)	Committee Room, Council Offices, Station Road, Wigsto... 07 December 2017 18:30
	 Board/Group/Forum	Community Engagement Forum (CEF)	Council Chamber, Council Offices, Station Road, Wigsto... 12 December 2017 13:30
	 Board/Group/Forum	Health and Wellbeing Board (HWB)	Committee Room, Council Offices, Station Road, Wigsto... 17 January 2018 13:30
	 Board/Group/Forum	Children and Young Peoples' Forum (CYP)	Council Chamber, Council Offices, Station Road, Wigsto... 24 January 2018 18:30
	 Board/Group/Forum	Place Shaping Working Group (PSWG)	Committee Room, Council Offices, Station Road, Wigsto... 08 March 2018 18:30
	 Board/Group/Forum	Community Engagement Forum (CEF)	Council Chamber, Council Offices, Station Road, Wigsto... 13 March 2018 13:30
	 Board/Group/Forum	Children and Young Peoples' Forum (CYP)	Council Chamber, Council Offices, Station Road, Wigsto... 21 March 2018 18:30
	 Board/Group/Forum	Armed Forces Working Group (AFWG)	Committee Room, Council Offices, Station Road, Wigsto... 22 March 2018 18:30

Draft Schedule of Council & Allied Meetings 2017/18 (Table) (v.7)

Meeting/Event Type	Meeting/Event Title (Acronym)	Venue/Location	Date/Time
Board/Group/Forum	Supporting Leicestershire Families Group (SLF)	Committee Room, Council Offices, Station Road, Wigsto...	03 April 2018 18:30
Board/Group/Forum	Health and Wellbeing Board (HWB)	Committee Room, Council Offices, Station Road, Wigsto...	11 April 2018 13:30
Board/Group/Forum	Children and Young Peoples' Forum (CYP)	Council Chamber, Council Offices, Station Road, Wigsto...	23 May 2018 18:30
Meeting/Event Type: Committee (30 items)			
Committee	Development Control Committee (DC)	Council Chamber, Council Offices, Station Road, Wigsto...	11 May 2017 19:00
Committee	Development Control Committee (DC)	Council Chamber, Council Offices, Station Road, Wigsto...	15 June 2017 19:00
Committee	Service Delivery Committee (SD)	Council Chamber, Council Offices, Station Road, Wigsto...	27 June 2017 19:00
Committee	Policy, Finance and Development Committee (PFD)	Council Chamber, Council Offices, Station Road, Wigsto...	11 July 2017 19:00
Committee	Licensing and Regulatory Committee (LR)	Council Chamber, Council Offices, Station Road, Wigsto...	19 July 2017 18:30
Committee	Development Control Committee (DC)	Council Chamber, Council Offices, Station Road, Wigsto...	20 July 2017 19:00
Committee	Policy, Finance and Development Committee (PFD)	Council Chamber, Council Offices, Station Road, Wigsto...	25 July 2017 19:00
Committee	Change Management Committee (CM)	Committee Room, Council Offices, Station Road, Wigsto...	26 July 2017 18:30
Committee	Development Control Committee (DC)	Council Chamber, Council Offices, Station Road, Wigsto...	24 August 2017 19:00
Committee	Development Control Committee (DC)	Council Chamber, Council Offices, Station Road, Wigsto...	21 September 2017 19:00
Committee	Service Delivery Committee (SD)	Council Chamber, Council Offices, Station Road, Wigsto...	10 October 2017 19:00
Committee	Licensing and Regulatory Committee (LR)	Council Chamber, Council Offices, Station Road, Wigsto...	12 October 2017 18:30
Committee	Development Control Committee (DC)	Council Chamber, Council Offices, Station Road, Wigsto...	19 October 2017 19:00
Committee	Change Management Committee (CM)	Committee Room, Council Offices, Station Road, Wigsto...	25 October 2017 18:30
Committee	Policy, Finance and Development Committee (PFD)	Council Chamber, Council Offices, Station Road, Wigsto...	31 October 2017 19:00
Committee	Development Control Committee (DC)	Council Chamber, Council Offices, Station Road, Wigsto...	16 November 2017 19:00
Committee	Development Control Committee (DC)	Council Chamber, Council Offices, Station Road, Wigsto...	14 December 2017 19:00
Committee	Change Management Committee (CM)	Committee Room, Council Offices, Station Road, Wigsto...	17 January 2018 18:30
Committee	Development Control Committee (DC)	Council Chamber, Council Offices, Station Road, Wigsto...	18 January 2018 19:00
Committee	Service Delivery Committee (SD)	Council Chamber, Council Offices, Station Road, Wigsto...	23 January 2018 19:00
Committee	Licensing and Regulatory Committee (LR)	Council Chamber, Council Offices, Station Road, Wigsto...	25 January 2018 18:30
Committee	Policy, Finance and Development Committee (PFD)	Council Chamber, Council Offices, Station Road, Wigsto...	06 February 2018 19:00
Committee	Development Control Committee (DC)	Council Chamber, Council Offices, Station Road, Wigsto...	15 February 2018 19:00
Committee	Development Control Committee (DC)	Council Chamber, Council Offices, Station Road, Wigsto...	15 March 2018 19:00
Committee	Service Delivery Committee (SD)	Council Chamber, Council Offices, Station Road, Wigsto...	20 March 2018 19:00
Committee	Change Management Committee (CM)	Committee Room, Council Offices, Station Road, Wigsto...	04 April 2018 18:30
Committee	Licensing and Regulatory Committee (LR)	Council Chamber, Council Offices, Station Road, Wigsto...	05 April 2018 18:30
Committee	Policy, Finance and Development Committee (PFD)	Council Chamber, Council Offices, Station Road, Wigsto...	10 April 2018 19:00
Committee	Development Control Committee (DC)	Council Chamber, Council Offices, Station Road, Wigsto...	12 April 2018 19:00
Committee	Development Control Committee (DC)	Council Chamber, Council Offices, Station Road, Wigsto...	24 May 2018 19:00
Meeting/Event Type: Council/AGM (8 items)			

Draft Schedule of Council & Allied Meetings 2017/18 (Table) (v.7)

 Meeting/Event Type	Meeting/Event Title (Acronym)	Venue/Location	Date/Time 
 Council/AGM	Council Annual General Meeting (AGM)	Council Chamber, Council Offices, Station Road, Wigsto...	16 May 2017 19:00
 Council/AGM	Council (C)	Council Chamber, Council Offices, Station Road, Wigsto...	23 May 2017 19:00
 Council/AGM	Council (C)	Council Chamber, Council Offices, Station Road, Wigsto...	20 June 2017 19:00
 Council/AGM	Council (C)	Council Chamber, Council Offices, Station Road, Wigsto...	05 September 2017 19:00
 Council/AGM	Council (C)	Council Chamber, Council Offices, Station Road, Wigsto...	05 December 2017 19:00
 Council/AGM	Council Council Tax and Budget Setting (C)	Council Chamber, Council Offices, Station Road, Wigsto...	22 February 2018 19:00
 Council/AGM	Council (C)	Council Chamber, Council Offices, Station Road, Wigsto...	24 April 2018 19:00
 Council/AGM	Council Annual General Meeting (AGM)	Council Chamber, Council Offices, Station Road, Wigsto...	15 May 2018 19:00
 Meeting/Event Type: Elections (3 items)			
 Elections	Election Polling Day Leicestershire County Council	N/A	04 May 2017 00:00
 Elections	Election Polling Day Parliamentary (General) Election	N/A	08 June 2017 00:00
 Elections	Election(s) Polling Day	N/A	03 May 2018 00:00
 Meeting/Event Type: Event (6 items)			
 Event	Armed Forces Flag Day	N/A	24 June 2017 09:00
 Event	Remembrance Day	N/A	12 November 2017 00:00
 Event	Oadby and Wigston Awards Evening	Parklands Leisure Centre, Function Suite, Washbrook La...	22 November 2017 17:30
 Event	Christmas Carol Concert	Council Chamber, Council Offices, Station Road, Wigsto...	13 December 2017 18:30
 Event	Holocaust Memorial Day Commemoration Event	Council Chamber, Council Offices, Station Road, Wigsto...	27 January 2018 00:00
 Event	Commonwealth Day Flying the Flag	N/A	12 March 2018 00:00
 Meeting/Event Type: Members' Briefing/Training (6 items)			
 Members' Briefing/Train...	Development Control Committee Members' Training (DC) (Members Only)	Council Chamber, Council Offices, Station Road, Wigsto...	25 May 2017 19:00
 Members' Briefing/Train...	Members' Briefing Members' Finance Strategy Briefing (Members Only)	Council Chamber, Council Offices, Station Road, Wigsto...	13 June 2017 19:00
 Members' Briefing/Train...	Licensing and Regulatory Committee Members' Training (LR) (Members Only)	Council Chamber, Council Offices, Station Road, Wigsto...	22 June 2017 18:30
 Members' Briefing/Train...	Members' Briefing Members' Budget Briefing (Members Only)	Council Chamber, Council Offices, Station Road, Wigsto...	05 September 2017 18:00
 Members' Briefing/Train...	Development Control Committee Members' Training (DC) (Members Only)	Council Chamber, Council Offices, Station Road, Wigsto...	02 November 2017 19:00
 Members' Briefing/Train...	Licensing and Regulatory Committee Members' Training (LR) (Members Only)	Council Chamber, Council Offices, Station Road, Wigsto...	23 November 2017 18:30
 Meeting/Event Type: Miscellaneous (13 items)			
 Miscellaneous	Youth Council (YC)	Council Chamber, Council Offices, Station Road, Wigsto...	15 May 2017 18:30
 Miscellaneous	Youth Council (YC)	Council Chamber, Council Offices, Station Road, Wigsto...	19 June 2017 18:30
 Miscellaneous	Youth Council (YC)	Council Chamber, Council Offices, Station Road, Wigsto...	17 July 2017 18:30
 Miscellaneous	Youth Council (YC)	Council Chamber, Council Offices, Station Road, Wigsto...	21 August 2017 18:30
 Miscellaneous	Youth Council (YC)	Council Chamber, Council Offices, Station Road, Wigsto...	18 September 2017 18:30
 Miscellaneous	Youth Council (YC)	Council Chamber, Council Offices, Station Road, Wigsto...	16 October 2017 18:30
 Miscellaneous	Youth Council (YC)	Council Chamber, Council Offices, Station Road, Wigsto...	20 November 2017 18:30
 Miscellaneous	Youth Council (YC)	Council Chamber, Council Offices, Station Road, Wigsto...	18 December 2017 18:30

Draft Schedule of Council & Allied Meetings 2017/18 (Table) (v.7)

Meeting/Event Type		Meeting/Event Title (Acronym)	Venue/Location	Date/Time
	Miscellaneous	Youth Council (YC)	Council Chamber, Council Offices, Station Road, Wigsto...	22 January 2018 18:30
	Miscellaneous	Youth Council (YC)	Council Chamber, Council Offices, Station Road, Wigsto...	19 February 2018 18:30
	Miscellaneous	Youth Council (YC)	Council Chamber, Council Offices, Station Road, Wigsto...	19 March 2018 18:30
	Miscellaneous	Youth Council (YC)	Council Chamber, Council Offices, Station Road, Wigsto...	16 April 2018 18:30
	Miscellaneous	Youth Council (YC)	Council Chamber, Council Offices, Station Road, Wigsto...	21 May 2018 18:30
Meeting/Event Type: Outside Body/Meeting (8 items)				
	Outside Body/Meeting	Community Safety Partnership (CSP)	Council Chamber, Council Offices, Station Road, Wigsto...	05 June 2017 13:30
	Outside Body/Meeting	Highway Forum Oadby and Wigston (HF)	Council Chamber, Council Offices, Station Road, Wigsto...	06 July 2017 14:00
	Outside Body/Meeting	Community Safety Partnership (CSP)	Council Chamber, Council Offices, Station Road, Wigsto...	31 July 2017 13:30
	Outside Body/Meeting	Community Safety Partnership (CSP)	Council Chamber, Council Offices, Station Road, Wigsto...	02 October 2017 13:30
	Outside Body/Meeting	Highway Forum Oadby and Wigston (HF)	Council Chamber, Council Offices, Station Road, Wigsto...	03 October 2017 14:00
	Outside Body/Meeting	Community Safety Partnership (CSP)	Council Chamber, Council Offices, Station Road, Wigsto...	04 December 2017 13:30
	Outside Body/Meeting	Community Safety Partnership (CSP)	Council Chamber, Council Offices, Station Road, Wigsto...	05 February 2018 13:30
	Outside Body/Meeting	Community Safety Partnership (CSP)	Council Chamber, Council Offices, Station Road, Wigsto...	09 April 2018 13:30
Meeting/Event Type: Residents' Forum (16 items)				
	Residents' Forum	Senior Citizens' Forum (SCF)	Brocks Hill Country Park and Environmental Centre, Was...	07 June 2017 14:00
	Residents' Forum	South Wigston Residents' Forum (SWRF)	TBC	28 June 2017 19:30
	Residents' Forum	Wigston Residents' Forum (WRF)	Council Chamber, Council Offices, Station Road, Wigsto...	12 July 2017 19:00
	Residents' Forum	Oadby Residents' Forum (ORF)	TBC	27 July 2017 18:30
	Residents' Forum	Senior Citizens' Forum (SCF)	Freer Community Centre, Leicester Road, Wigston, Leice...	23 August 2017 14:00
	Residents' Forum	Wigston Residents' Forum (WRF)	Council Chamber, Council Offices, Station Road, Wigsto...	11 September 2017 19:00
	Residents' Forum	South Wigston Residents' Forum (SWRF)	TBC	13 September 2017 19:30
	Residents' Forum	Oadby Residents' Forum (ORF)	TBC	20 September 2017 18:30
	Residents' Forum	Senior Citizens' Forum Young at Hearts Day (SCF)	Brocks Hill Country Park and Environmental Centre, Was...	26 September 2017 09:30
	Residents' Forum	South Wigston Residents' Forum (SWRF)	TBC	08 November 2017 19:30
	Residents' Forum	Oadby Residents' Forum (ORF)	TBC	15 November 2017 18:30
	Residents' Forum	Wigston Residents' Forum (WRF)	Council Chamber, Council Offices, Station Road, Wigsto...	29 November 2017 19:00
	Residents' Forum	Senior Citizens' Forum Christmas Concert (SCF)	The Elms Social and Ex-Services Club, Bushloe End, Wigs...	13 December 2017 14:00
	Residents' Forum	Oadby Residents' Forum (ORF)	TBC	28 February 2018 18:30
	Residents' Forum	South Wigston Residents' Forum (SWRF)	TBC	07 March 2018 19:30
	Residents' Forum	Wigston Residents' Forum (WRF)	Council Chamber, Council Offices, Station Road, Wigsto...	14 March 2018 19:00

Agenda Item 14h

**MINUTES OF A MEETING OF THE SERVICE DELIVERY COMMITTEE HELD AT THE
COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 21 MARCH 2017
COMMENCING AT 7.00 PM**

<u>IN ATTENDANCE:</u>		
Chair - Councillor G A Boulter Vice-Chair - Councillor F S Broadley		
COUNCILLORS (8):		
L A Bentley Miss A R Bond J W Boyce	Mrs L M Broadley D M Carter Mrs S Z Haq	Dr T K Khong K J Loydall
OFFICERS IN ATTENDANCE (5):		
S J Ball Mrs A E Court	S Glazebrook M Hone	Ms S Lane

Min Ref.	Narrative	Officer Resp.
48.	<u>APOLOGIES FOR ABSENCE</u> An apology for absence was received from Councillors Ms K M Chalk and Mrs L Eaton.	
49.	<u>APPOINTMENT OF SUBSTITUTES</u> None.	
50.	<u>DECLARATIONS OF INTEREST</u> None.	
51.	<u>MINUTES OF THE PREVIOUS MEETING HELD ON 17 JANUARY 2017</u> RESOLVED THAT: The minutes of the previous meeting of the Committee held on 17 January 2017 to be taken as read, confirmed and signed.	
52.	<u>ACTION LIST ARISING FROM THE MEETING HELD ON 17 JANUARY 2017</u> In respect of the action points marked 'Facilities Services Update' (Minute Ref: 45), Councillor J W Boyce stated that a full viability study ought to be commissioned across all car parks in the Borough, not just restricted to car parks at Kirkdale Road and Countesthorpe Road, South Wigston. The viability study was to fully explore the feasibility and suitability of the options for parking regulations, restrictions and potential for appropriate charging <i>vis-a-vis</i> the costs of management and enforcement and parking requirements between the Borough's three town centres. The Chair made reference to the possible introduction of Automatic Number Plate Recognition (ANPR) systems as a means to enforcing parking regulations.	

	<p>Councillor Mrs L M Broadley stated that viability study and accompanying report to be brought to this Committee should not be delayed for too much longer.</p> <p>RESOLVED THAT:</p> <p>The Action List be noted by Members.</p>	
53.	<p><u>PETITIONS AND DEPUTATIONS</u></p> <p>None.</p>	
54.	<p><u>COMMUNITY SERVICES UPDATE</u></p> <p>The Committee gave consideration to the report and appendix (at pages 13 - 20) as delivered and summarised by the Interim Community Services Manager which should be read together with these minutes as a composite document.</p> <p>The Interim Community Services Manager added that there were two legal avenues available to the Council to address the outstanding cases in respect of gas safety compliance: an application to the courts for an injunction once the Gas Safety Certificate had expired; or enforcement action under alternative legislation, (viz. Environmental Protection Act 1990) to commence action at an earlier date.</p> <p>Councillor D M Carter enquired as to whether there was a possibility of an in-house bid by the Council for the Borough Wide Cleaning Contract (BWCC).</p> <p>The Director of Services / Monitoring Officer and Interim Community Services Manager jointly-advised that there was hopeful of the same and that if any in-house bid was received it would be considered impartially. It was stated that any in-house bid would require extensive review and work to determine whether it was feasible.</p> <p>Councillor Mrs L M Broadley stated that she was concerned at the possibility of no in-house bid being forthcoming given statements made at previous meeting of the Committee by Officers that there would be an in-house bid.</p> <p>Councillor Miss A R Bond enquired as to the costing of the current contract and the numbers of staff involved. In relation to Chartwell House, Oadby she stated that a number of complaints had been raised with standards of cleanliness by residents.</p> <p>The Interim Community Services Manager advised that 90% of the current cleaning contract was already externalised, with the bulk completed by two separate contractors. The current in-house team was said to consist of one caretaker and three part-time cleaners totalling c. £250,000 per year. He stated that there were currently a lot of <i>ad-hoc</i> arrangements in place in terms of cleaning without any detailed specification on what was required on a daily/weekly basis. In relation to the tender process, a detailed specification had been drafted in consultation with all managers responsible for each building. He advised that the new BWCC was to be self-monitoring and monitored by the Council on a periodic basis to ensure the contractor was performing well and in accordance with the specification.</p>	

	<p>Councillor K J Loydall commended Officers' work undertaken to reduce current and former tenant arrears and the progress made on empty/void properties. He further asked if any former tenant debts written-off could be written back-on in the future.</p> <p>The Interim Community Services Manager advised that the write-off criterion had been agreed with the Finance and Accountancy Manager. Any debts over 6 years old were to be submitted for write-off: however, if a former tenant came back to live in the Borough or if it was found out where the tenant was currently residing, the debt could be re-instated.</p> <p>Councillor L A Bentley asked how many empty/void properties there were within the Borough and how this interlinked with levying of Council Tax. The Member further enquired as to if any in-house bid for the BWCC had been hitherto received, how impartiality was to be maintained in the tendering process and, if the in-house bid was successful, how impartial the Council ought to be in the self-monitoring of quality standards. He also queried the legalities of an in-house bid <i>vis-a-vis</i> external bids.</p> <p>The Interim Community Services Manager stated that the Officer responsible for empty/void properties had regular contact with the Revenues and Benefits department responsible for Council Tax. He stated that the Council was reliant, in-part, on owners providing information concerning voids however Officers did periodically chase up and, or, re-visit properties currently paying the 150% levy.</p> <p>The Interim Community Services Manager further advised that tender bids would be submitted via an online portal and could only be opened by himself in the presence of the Senior Democratic Services / Legal Officer. If an in-house bid was successful, a member of Communities Services would monitor the quality of work. An open day for bidders to show all sites and what work was involved was recently held.</p> <p>The Director of Services / Monitoring Officer advised the Committee that the procurement exercise had a prescribed scoring matrix and could be challenged by any unsuccessful tenderer. This was to ensure full openness and transparency.</p> <p>Councillor Mrs S Z Haq congratulated Officers in exceeding targets in terms of void performance. She commended the way forward in relation to 114 Uplands Road, Oadby and was hopeful to see the property brought back into use. She requested to be kept up to date on the progress made as Ward Councillor. She further asked how many properties had been brought back into use since this scheme's inception.</p> <p>The Interim Community Services Manager stated that the requested information was not immediately available at the meeting but would be provided to the Member in due course.</p> <p>Councillor J W Boyce commended the report overall. He requested that: a further update was required at the next meeting of the Committee to detail what had been monetarily achieve in terms of former tenant arrears; and a policy be devised in terms of timeframes, systems and enforcement options for gas safety compliance.</p> <p>The Chair moved the recommendations <i>en bloc</i> set out at paragraphs 2.1 to 2.2 of the report (at page 13).</p>	<p>SG TA</p> <p>SG SN</p> <p>SG JS</p>
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	<p>The Vice-Chair seconded the recommendations.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>(i) The contents of the report be noted by Members; and</p> <p>(ii) Delegated authority to approve the award of the Borough Wide Cleaning Contract be granted to the Community Services Manager in consultation with the Chair of the Service Delivery Committee and the Chief Finance Officer (Section 151 Officer).</p>	
55.	<p><u>DISABLED FACILITIES GRANTS AND THE LIGHTBULB PROJECT</u></p> <p>The Committee gave consideration to the report and appendix (at pages 21 - 27) as delivered and summarised by the Interim Community Services Manager which should be read together with these minutes as a composite document.</p> <p>Councillor Mrs L M Broadley stated that there were no specified timeframes contained within the report in view of concerns that most adaptations, due to their very nature, applied for under Disabled Facilities Grants (DFG's) were required soon as possible. She further enquired as to what written assurances had been received from Leicestershire County Council (LCC) confirming that the full amount allocated by the Government for 2017/18 for DFG's would be received by this Council.</p> <p>The Interim Community Services Manager advised that Lightbulb Project (LbP) had run several pilot schemes and the results, compared against other Borough and District Councils, were completed in a shorter timescales primarily due to the LbP having direct access to Occupational Therapists (OT's). He stated that not all delays in commencing and, or, completing DFG's were solely attributable to the Council but involved other factors, most notably awaiting receipts of details from the applicant. He advised that adaptation turnaround times were to be monitored monthly as a Key Performance Indicator (KPI) and reported back to this Committee every six months. He advised that assurances, albeit not in writing, had been provided by LCC but this could not account for subsequent policy changes in the changing political landscape.</p> <p>Councillor J W Boyce stated that the LbP and OT's ought to have a close, working relationship to commission adaptations that are both affordable and appropriate. He opined that turnaround times for adaptations were also affected by the comparative age of the applicant, insofar as the requirements of older applicants were generally more easily and quickly met <i>vis-a-vis</i> younger applicants. He emphasised the importance of a bespoke model of service-delivery in respect of each applicant.</p> <p>Councillor L A Bentley sought assurances that this Council's initial contribution (of £25,640) was ring-fenced and that no subsequent contributions would be sought during the first full year of operation if, for instance, another Leicestershire Borough or District withdrew from the LbP. He said he was uneasy about this uncertainty.</p> <p>The Interim Community Services Manager advised that the withdrawal of a constituent authority could entertain the possibility of an increased figure-share contribution from this Council towards the administration costs of the LbP.</p>	

Councillor K J Loydall raised concerns in respect of: the holding and ownership of the LbP contract(s), the responsibility of the client-facing function; the restricted access to information to properly carry out governance checks; and the potential liabilities arising from the termination of the existing contract. He noted that no answer had been received to his question put at an earlier meeting of the Committee (held on 05 July 2016) in respect of whether the £1m start-up grant awarded to the LbP was still current. The Member further enquired as to: whether the discretionary top-up funding provided year-on-year by this Council was permissible; who was to be responsible for reporting back and the associated-costs thereof; and the potential for hidden costs.

The Interim Community Services Manager stated that LbP was said to be a single-access point service that sought to provide an assessment of service-users' needs from the outset so to transform and maximise the delivery of housing support to targeted groups whilst providing a scope for savings. It was reported that Leicestershire County Council (LCC) was to make a contribution to the central LbP fund. It was said that the central LbP hub was to be based at Blaby District Council but a local presence in the Oadby and Wigston area would maintain a level of administrative control. The termination date of the existing contract (31 March 2017) was reported to be finite and engendered no liability implications. He stated that no additional or hidden costs were envisaged by the rolling-out of the first LbP phase.

Councillor Mrs S Z Haq enquired as to whether priority would be given to hospital outpatients over other applicants, and if so, how this would be determined.

The Interim Community Services Manager advised that Housing Support Workers were to liaise with various the healthcare institutions to ensure that the appropriate care packages were in place upon outpatients' discharge based upon a needs-assessment. He stated that every applicant was to be treated on an equal basis.

Councillor J W Boyce moved that:

- (i) The contents of the report be considered by Members;
- (ii) Approval to be given for the Council to formally enter into the Lightbulb Project for the delivery of Disabled Facility Grants and associated works with effect from 1 October 2017; and
- (iii) Delegated authority be granted to the Community Services Manager, in consultation with the Chair of the Service Delivery Committee, to approve the Council entering into an earlier pilot scheme before 1 October 2017 subject to written assurances being provided by Leicestershire County Council and, or, the Lightbulb Project in respect of a model contract, reporting procedures and all other costs associated therewith in accordance with its business plan.

The Chair seconded the motion.

UNANIMOUSLY RESOLVED THAT:

- (i) The contents of the report be considered by Members;
- (ii) Approval to be given for the Council to formally enter into the Lightbulb Project for the delivery of Disabled Facility Grants and associated works with effect from 1 October 2017; and
- (iii) Delegated authority be granted to the Community Services Manager,

	<p>in consultation with the Chair of the Service Delivery Committee, to approve the Council entering into an earlier pilot scheme before 1 October 2017 subject to written assurances being provided by Leicestershire County Council and, or, the Lightbulb Project in respect of a model contract, reporting procedures and all other costs associated therewith in accordance with its business plan.</p>	
<p>56.</p>	<p><u>REVIEW OF PEST CONTROL SERVICE</u></p> <p>The Committee gave consideration to the report and appendices (at pages 28 - 35) and the supplementary agenda update (at pages 1 - 8) as delivered and summarised by the Interim Community Services Manager which should be read together with these minutes as a composite document.</p> <p>Councillor L A Bentley opined that report was based on too many ill-defined assumptions and that an exact, fully-itemised specification of services and costs was required so that Members could make a fully-informed and evidence-based decision.</p> <p>Councillors D M Carter and Mrs L M Broadley stated that the Council should approach the matter as private-sector based business opportunity insofar as to capitalise on the existing and widely appraised in-house expertise to provide a Council-ran competitively-price and high-quality service(s) to residents in this and neighbouring Boroughs and Districts. Councillor L M Broadley added that a 12-month review period ought to be considered to provide a sufficient-enough evidence base.</p> <p>Councillor Dr T K Khong stated that a 12-month review period was more advantageous so to account for the seasonal variation in demand for services. He further enquired as to whether the review and the provision of services were predicated upon the existing Scale of Fees and Charges or a proposed, revised Scale.</p> <p>The Interim Community Services Manager stated that comparative study of the public and private-sector charging structure(s) was first required to be able to respond.</p> <p>Councillor Mrs S Z Haq enquired as to whether any local assessment had hitherto been undertaken to ascertain market-driven demand for additional services.</p> <p>The Interim Community Services Manager reported that no local assessment had been undertaken apart from those case studies obtained from other local authorities.</p> <p>Councillor K J Loydall recommended a 12-month review period together with incremental reports being brought back to this Committee to ascertain whether a sufficient enough evidence base has been accumulated to justify a continued review.</p> <p>The Chair and Councillor G A Boulter advocated that an six-month review period was adequately indicative to provide a sufficient-enough evidence base in order to ascertain whether a private-sector based business opportunity was achievable. A six-month timeframe was said to allow the Council to gauge the local, market-driven demand, to assess all the options available and implement any changes that may be necessary ahead of the end of the financial year 2017/18.</p>	

	<p>Councillor J W Boyce moved that:</p> <ul style="list-style-type: none"> (i) A review of the Council's pest control services be undertaken over a period of six-months, with an update report to be brought back to the next meeting of the Committee scheduled for June 2017; and (ii) The Community Services Manager be granted delegated authority do anything necessary to give effect to the above at (i) including, but not limited to, undertaking all the necessary steps and actions required to: <ul style="list-style-type: none"> (a) deal with any and all residual matters to otherwise promote and deliver a private-sector based business model in relation to pest control services; (b) determine the appropriate benchmarking and setting of any revised Scale of Fees and Charges; and (c) to set a date from which any revised Scale of Fees and Charges is to be effective from. <p>UNANIMOUSLY RESOLVED THAT:</p> <ul style="list-style-type: none"> (i) A review of the Council's pest control services be undertaken over a period of six-months, with an update report to be brought back to the next meeting of the Committee scheduled for June 2017; and (ii) The Community Services Manager be granted delegated authority do anything necessary to give effect to the above at (i) including, but not limited to, undertaking all the necessary steps and actions required to: <ul style="list-style-type: none"> (a) deal with any and all residual matters to otherwise promote and deliver a private-sector based business model in relation to pest control services; (b) determine the appropriate benchmarking and setting of any revised Scale of Fees and Charges; and (c) to set a date from which any revised Scale of Fees and Charges is to be effective from. 	<p>SG PS</p>
<p>57.</p>	<p><u>OADBY AND WIGSTON ADVISORY SERVICES</u></p> <p>The Committee gave consideration to the report and appendix (at pages 36 - 42) as delivered and summarised by the Interim Community Services Manager which should be read together with these minutes as a composite document.</p> <p>Councillor D M Carter enquired as to: whether both Helping Hands and Citizens Advice Leicestershire were jointly-involved in the provision of advisory services (i.e. immigration advice) to asylum seekers (at page 38); and if there was any identifiable reason to explain the sudden decrease and increase in employment and immigration-related issues in quarter three, respectively (at page 39).</p> <p>The Interim Community Services Manager stated that the provision of basic advice was jointly-delivered by both organisations and asylum seekers signposted between the two. The decrease in employment-related issues was possibly due to fewer appointments during seasonal period and the increase in immigration-related issues due to the establishment of Kennedy House, South Wigston as an asylum centre.</p> <p>Councillor J W Boyce enquired as to whether the two organisations were duly-licensed to provide immigration advice in light of the recent changes in</p>	

	<p>legislation: if they were not licensed, their role was to direct and signpost advisees accordingly.</p> <p>The Interim Community Services Manager stated that he would revert back.</p> <p>Councillor D M Carter moved the recommendation as set out at paragraph 2 of the report (at page 36).</p> <p>Councillor J W Boyce seconded the recommendation.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>The contents of the report be noted by Members.</p>	
58.	<p><u>CORPORATE ENFORCEMENT UPDATE</u></p> <p>The Committee gave consideration to the report (at pages 43 - 47) as delivered and summarised by the Interim Community Services Manager which should be read together with these minutes as a composite document.</p> <p>Councillor L A Bentley commended the important and efficient work undertaken by the Clean and Green Team.</p> <p>The Member further requested that the Council make better use of its full prosecutorial powers towards irresponsible dog-owners and flight-tippers and to publicise successful prosecutions using the appropriate communication channels (viz. Letterbox, the Council's website, social media etc.) to widely-instil a deterrent to others.</p> <p>The Director of Services informed Members that a letter had been sent to Leicestershire County Council (LCC) outlining the Council's concerns</p> <p>Councillor Mrs S Z Haq enquired as to whether the itemised price-tariff for the disposal of non-household items at the Oadby Recycling and Household Waste Site (from April 2016) had increased occurrences of fly-tipping within the Borough.</p> <p>The Interim Community Services Manager stated that the requested information was not immediately available to draw a conclusion on the matter at the present time. He advised that a record was being kept of fly-tipping occurrences within the Borough and the associated clean-up costs incurred to the Council and that that the situation would continue to be monitored closely and Members informed periodically.</p> <p>Councillor Mrs L M Broadley welcomed the 'fly-tipping' and 'accumulations' definitions provided at paragraphs 3.7 and 3.8 of the report (at page 45). She further enquired as to whether the definition(s) and enforcement action(s) applied to occurrences to the rear of privately-owned commercial premises (viz. refuse areas).</p> <p>The Interim Community Services Manager stated that he would seek clarification on the legal position in relation to occurrences on commercial premises.</p> <p>Councillor Miss A R Bond expressed concern regarding the accumulation of rubbish in the wooded area/copse adjacent to ASDA on Leicester Road,</p>	JH

	<p>Oadby (A6) and the perceived lack of responsibility taken by the legal proprietor(s). She requested that enquires be made to identify the responsible legal proprietors of the land in question.</p> <p>The Chair moved the recommendation as set out at paragraph 2 of the report (at page 43).</p> <p>The Vice-Chair seconded the recommendation.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>The contents of the report be noted by Members.</p>	<p>SJB</p>
<p>59.</p>	<p><u>LEISURE SERVICES UPDATE</u></p> <p>The Committee gave consideration to the report (at pages 48 - 54) as delivered and summarised by the Director of Services / Monitoring Officer which should be read together with these minutes as a composite document.</p> <p>Councillor Mrs L M Broadley enquired as whether the requirement of a further, composite report and capital scheme in relation to car parking at Brocks Hill Country Park / Parklands Leisure Centre (at paragraph 3.7) was to present a further delay on the urgent realisation of a footpath to the site from Wigston Road, Oadby.</p> <p>The Interim Chief Finance Officer stated that a c. £40k provision within the capital programme was earmarked for the footpath which was best combined into a single, capital scheme to make better financial and logistical sense. He advised that no delay was envisaged by the bringing forward of a composite report and scheme.</p> <p>Councillor D M Carter moved the recommendation(s) as set out at paragraph 2 of the report (at page 59).</p> <p>The Chair seconded the recommendation(s).</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>(i) The information provided within the report be noted by Members; (ii) The endorsement and promotion of the range of opportunities to the wider audience, including volunteering, be furthered by Members.</p>	
<p>60.</p>	<p><u>FACILITIES SERVICES UPDATE</u></p> <p>The Committee gave consideration to the report (at pages 55 - 56) as delivered and summarised by the Director of Services / Monitoring Officer which should be read together with these minutes as a composite document.</p> <p>Councillor Mrs S Z Haq requested that the periodic failing of street lights on Sandhurst Street, Oadby, and the long elapses of time between the reporting and fixing of the same, be investigated and the Highways Authority informed.</p> <p>The Chair moved the recommendation as set out at paragraph 2 of the report (at page 55).</p>	<p>MS BK</p>

	<p>The Vice-Chair seconded the recommendation.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>The information provided within the report be noted by Members.</p>	
61.	<p><u>OPERATIONS SERVICES UPDATE</u></p> <p>The Committee gave consideration to the report (at pages 57 - 58) as delivered and summarised by the Director of Services / Monitoring Officer which should be read together with these minutes as a composite document.</p> <p>The Chair moved the recommendation as set out at paragraph 2 of the report (at page 57).</p> <p>Councillor D M Carter seconded the recommendation.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>The information provided within the report be noted by Members.</p>	
62.	<p><u>CUSTOMER SERVICES TRANSFORMATION UPDATE</u></p> <p>The Committee gave consideration to the report (at pages 59 - 60) as delivered and summarised by the Director of Services / Monitoring Officer which should be read together with these minutes as a composite document.</p> <p>Councillor K J Loydall moved the recommendation as set out at paragraph 2 of the report (at page 59).</p> <p>The Vice-Chair seconded the recommendation.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>The information provided within the report be noted by Members.</p> <p>The Chair expressed his gratitude to Members of the Committee for their assistance and contributions to debates throughout the municipal year.</p>	

THE MEETING CLOSED AT 9.03 PM



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CHAIR
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TUESDAY, 27 JUNE 2017
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Agenda Item 14i

NOTES OF A MEETING OF THE ARMED FORCES WORKING GROUP HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON WEDNESDAY, 22 MARCH 2017 COMMENCING AT 6.30 PM

<p><u>IN ATTENDANCE:</u></p> <p>Chair - Councillor Mrs L Eaton</p> <p>COUNCILLORS (7):</p> <table border="0"> <tr> <td>Miss A R Bond</td> <td>D M Carter</td> <td></td> </tr> <tr> <td>G A Boulter</td> <td>R F Eaton</td> <td>Mrs S B Morris</td> </tr> <tr> <td>J W Boyce</td> <td>K J Loydall</td> <td></td> </tr> </table> <p>OFFICERS IN ATTENDANCE (2):</p> <p>M W L Hall</p>	Miss A R Bond	D M Carter		G A Boulter	R F Eaton	Mrs S B Morris	J W Boyce	K J Loydall	
Miss A R Bond	D M Carter								
G A Boulter	R F Eaton	Mrs S B Morris							
J W Boyce	K J Loydall								

Min Ref.	Narrative	Officer Resp.
7.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>E R Barr Miss MV Chamberlain R E Fahey</p>	
8.	<p><u>NOTES OF THE PREVIOUS MEETING HELD ON 08 SEPTEMBER 2016</u></p> <p>Approved</p>	
9.	<p><u>SOUTH WIGSTON WORLD WAR I COMMEMORATION EVENT</u></p> <p>A presentation was made by Cllr SB Morris and C Walter representing the local community in his role as Vice Chair of the South Wigston Chamber of Trade & Commerce and as the main organiser.</p> <p>Members were all provide with a summary of the event which is proposed to take place on Sunday 6th August 2017</p> <p>Participants and Activities</p> <p>The organising group are awaiting information from Colonel Murray who is delighted that South Wigston is holding an event.</p> <p>It is proposed that there is a parade from Blaby Road Park to St Thomas's Church for a service and then on to The TA Centre.</p> <p>Those who have so far confirmed they will be marching will include Sea Cadets, one unit from Tigers Road Barracks and the Scouts.</p> <p>The Blue Pals which are WW1 re-enactments group from Birmingham have been booked to be at the TA Centre.</p> <p>The group are waiting for the Military Public Event notice to come back from Tigers Road.</p>	

	<p>The outside activities that will take place at the TA Centre also include:</p> <p>WW1 era vehicle.</p> <p>A tea dance set in the period</p> <p>Community singing of WW1 Songs</p> <p>Activities for Children</p> <p>In addition the Lord Lieutenant will be attending</p> <p>Outline of day</p> <p>9.30 Regiments meet at Blaby Road Park Nr College</p> <p>10.15 Parade called</p> <p>10.20 Parade leaves park and progresses down Blaby Road</p> <p>10.25 Guests arrive at St Thomas's Church</p> <p>11.00 Church Service Begins</p> <p>11.45-12. Service Finish</p> <p>12.00 12-30 Wreath Laying</p> <p>12.30 Parade Back To Tigers Road Barrack</p> <p> From Mid Day Barracks will be open to public</p> <p>1.00 Refreshments for guests up stairs officers mess</p> <p>4.00 Event finish</p> <p>This will all take place in the Barracks main hall.</p> <p>The Working Group's discussion included reference to organising road closures in time, the mustering of the parade, risk assessments, insurance, first aid provision and promotion.</p> <p>It was agreed that The Chief Executive be tasked to write to all those who would be involved in the organisation of the event to arrange an initial meeting within the next month in order to firm up the details above and clarify who is responsible for which aspects</p> <p>The Chief Executive will then liaise with the Chair of the WG to organise a special meeting of the Group where the Council's funding allocation for the event can be discussed and agreed.</p>	
10.	<p><u>EXCLUSION OF PRESS AND PUBLIC</u></p> <p>The press and public were excluded from the remainder of the meeting in accordance with Section 100(A)(4) of the Local Government Act 1972</p>	

	<p>(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 paragraph(s) 1 and 2 of Part 1 of Schedule 12A of the Act and, that in all the circumstances, the public interest in maintaining the exempt item(s) outweighed the public interest in disclosing the information.</p>	
<p>11.</p>	<p><u>REQUEST FOR COMMEMORATION</u></p> <p>The Working Group considered the letter written by Mr IDM Morley in relation to the requested commemoration of the three Forryan brothers from Wigston who were all killed in action during World War 1</p> <p>It was agreed that the Chief Executive be asked to investigate the possibility of placing a commemorative bench in each of the three town centres in order to commemorate all those who lost their lives in World War 1 and which would include the Forryan brothers.</p> <p>The Chief Executive will report back to the Working Group</p> <p>Councillor Boulter agreed to ensure that the three War Memorial correctly reflect all of the names of those who lost their lives in World War 1.</p>	

THE MEETING CLOSED AT 7.45 PM



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**MINUTES OF A MEETING OF THE POLICY, FINANCE AND DEVELOPMENT COMMITTEE
HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 28 MARCH
2017 COMMENCING AT 7.00 PM**

<u>IN ATTENDANCE:</u>		
Chair - Councillor Mrs S B Morris Vice-Chair - Councillor D A Gamble		
COUNCILLORS (10):		
L A Bentley	M L Darr	
Miss A R Bond	B Dave	K J Loydall
G A Boulter	R E Fahey	R E R Morris
J W Boyce	J Kaufman	
OFFICERS IN ATTENDANCE (3):		
S J Ball	M Hone	A Thorpe
OTHERS IN ATTENDANCE (3):		
T Crawley	S Gill	A Persaud

Min Ref.	Narrative	Officer Resp.
74.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>The Chair expressed her gratitude to Members of the Committee for their assistance and contributions to debates throughout the municipal year.</p> <p>An apology for absence was received from Councillors G S Atwal, E R Barr and Mrs L Eaton.</p>	
75.	<p><u>APPOINTMENT OF SUBSTITUTES</u></p> <p>Councillor Miss A R Bond substituted for Councillor E R Barr.</p>	
76.	<p><u>DECLARATIONS OF INTEREST</u></p> <p>None.</p>	
77.	<p><u>MINUTES OF THE PREVIOUS MEETING HELD ON 31 JANUARY 2017</u></p> <p>In respect of 'Internal Audit - Progress Report 2016/17' (Minute Ref: 60):</p> <p>(a) at paragraph 6, Councillor J W Boyce requested that 'June 2016' be corrected to '<i>June 2017</i>'.</p> <p>(b) at paragraph 8, the Vice-Chair requested that 'March 2016' be corrected to '<i>March 2017</i>'.</p> <p>RESOLVED THAT:</p> <p>The minutes of the previous meeting of the Committee (as amended) held on 31 January 2017 be taken as read, confirmed and signed.</p>	
78.	<p><u>ACTION LIST ARISING FROM THE MEETING HELD ON 31 JANUARY</u></p>	

	<p><u>2017</u></p> <p>The Interim Chief Finance Officer (Section 151 Officer) reported that all items had been duly actioned.</p> <p>RESOLVED THAT:</p> <p>The Action List be noted by Members.</p>	
79.	<p><u>PETITIONS AND DEPUTATIONS</u></p> <p>None.</p>	
80.	<p><u>INTERNAL AUDIT PROGRESS REPORT 2016/17 AND AUDIT PLAN 2017/18</u></p> <p>The Committee gave consideration to the report and appendices (at pages 15 - 44) as jointly-delivered and summarised by the Interim Chief Finance Officer (Section 151 Officer) and Audit Manager at CW Audit Services, Mr Anand Persaud, which should be read together with these minutes as a composite document.</p> <p>The Interim Chief Finance Officer reiterated that Members at the previous meeting of the Committee (held on 31 January) resolved to award the contract for Internal Audit Services. He added that the Internal Audit Plan for 2017/18 consisted of 273 days of work to be charged at 250 days, in addition to a one-off payment of £3,000 to off-set the contract letting process. This was said to represent good value for the Council.</p> <p>Internal Audit Progress Report 2016/17 (“the Report”)</p> <p>The Audit Manager summarised the contents of the Report in turn (at pages 16 - 30).</p> <p>He highlighted that since the last Report in January 2017, one full review for 2016/17 Debtors had been completed and awarded full assurance representing a significantly marked improvement from the previous year. He stated that five reviews were ongoing. The Audit Manager added that further assurances had been received on 27 April from the Interim Corporate Resources Manager that all recommendations in relation to Health and Safety (<i>‘High Risk’ outstanding issues, Part 4 of the Report at pages 19 - 20</i>) had since been implemented. It was said that there were still a relatively high number of 33 outstanding recommendations which required attention.</p> <p>Councillor J Kaufman enquired into the revised and, or, past deadlines or no update having been provided in respect of the following recommendations:</p> <ul style="list-style-type: none"> (a) 15/16 Main Accounting (at page 20); (b) 15/16 Housing Register and Allocations (at page 21); (c) 13/14 Equalities (at page 22); and (d) 15/16 Council Tax and Business Rates (at pages 26 - 27). <p>The Interim Chief Finance Officer and Audit Manager jointly-advised, accordingly:</p> <ul style="list-style-type: none"> (a) This head of work had not yet been completed due to a pre-requisite to remove the IT infrastructure allowing remote systems access to 	

	<p>former Council employees. The issue was said to be under the current joint-consideration and investigation by the new IT Manager, Finance Accountancy Manager and Senior HR Advisor;</p> <p>(b) An update was to be circulated to Members in due course;</p> <p>(c) The necessary workforce profile data had since been captured as part of the Investors in People (IiP) assessment in December 2016; and</p> <p>(d) All recommendations subsisted on the Report until resolved and, or, removed by the Internal Auditor.</p> <p>The Chair requested that an update be circulated to Members on the revised deadlines, the reasons therefor and any additional commentary in respect of the outstanding recommendations aforementioned in the Report.</p> <p>With reference to recommendation '14/15 Private Sector Housing/Disabled Facilities Grants' (at page 22), Councillor G A Boulter requested that '31/10/16' be corrected to '31/10/17'.</p> <p>Councillor J W Boyce stated that under clear targets to be set by management, the Council should aspire to have no 'critical' (1), 'high' (2) or 'medium' (3) recommendations outstanding for more than 6 months and no recommendations outstanding for more than 12 months.</p> <p>Operational Internal Audit Plan 2017/18 ("the Plan")</p> <p>The Audit Manager summarised the contents of the plan in turn (at pages 31 - 44).</p> <p>Councillor J W Boyce enquired as to how the Internal Audit Progress Report (2016/17) was to inform and flow into the Operational Internal Audit Plan (2017/18).</p> <p>The Audit Manager advised that the Plan for 2017/18 would allow for the Internal Auditors (IA's) to follow up any outstanding reviews and, or, recommendations from 2016/17 ('Follow Up / Contingency', Part 5 of the Plan at page 40). This was said to include the ability of IA's to come into the Council and investigate accordingly.</p> <p>The Chair moved the recommendations <i>en bloc</i> as set out at paragraph 2 of the report (at page 15).</p> <p>The Vice-Chair seconded the recommendations.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>(i) The Internal Audit Progress Report for 2016/17 (at Appendix 1) be noted; and</p> <p>(ii) The Operational Internal Audit Plan for 2017/18 (at Appendix 2) be approved.</p>	<p>MHo CR</p>
<p>81.</p>	<p><u>EXTERNAL AUDIT REPORT ON GRANT CLAIMS, RETURNS FOR 2015/16 AND AUDIT PLAN FOR 2017/18 ACCOUNTS</u></p> <p>The Committee gave consideration to the report and appendices (at pages 45 - 72) as jointly-delivered and summarised by the Interim Chief Finance Officer (Section 151 Officer), the KPMG Director, Mr Tony Crawley, and the KPMG Audit Manager, Mr Sundeep Gill, which should be read together with these minutes as a composite document.</p>	

The Interim Chief Finance Officer added that the revised timetable for external audit submission(s) was to be trial-ran in the upcoming financial year (2017/18) and no difficulties were envisaged at the present time to meet all revised deadlines.

Annual Report on Grants and Returns 2015/16 (“the Report”)

The Audit Manager summarised the contents of the Report in turn (at pages 47 - 56).

He highlighted that three minor errors on Housing Benefits Claims (“the Claims”) totalling approximately £5,000 (in the context of a £9m claim) and one minor error on the Pooling of Housing Capital Receipts Return (“the Return”) were made resulting in the a qualification letter and the necessary adjustments having to be made (*‘Summary of Certification Work Outcomes’ at pages 51 and 52*). He stated that the Chief Finance Officer was working in partnership with the Interim Community Services Manager in respect of the latter to ensure the error did not re-occur in accordance with the prescribed recommendation in relation to use of retained capital receipts (at page 55).

Councillor L A Bentley enquired as to why ‘limited information on the working paper file’ in relation to the Return was provided and how the prescribed recommendation was to be implemented to ensure compliance (*‘Recommendations’ at page 55*).

The Interim Chief Finance Officer advised that limited information was provided due implications stemming from a temporary dislocation of personnel in April 2016. He gave Members assurances that the recommendation together with greater resilience was to be implemented to ensure that the error did not re-occur in future years.

Councillor M L Darr enquired as to the frequency of the errors made in relation to the Claims for 2015/16 *vis-a-vis* errors (or lack thereof) made in the previous year.

The Audit Manager advised that the errors identified were based upon a random sample/selection of claims as opposed to a systematic review of all claims made.

Councillor J W Boyce sought further clarification upon the inconsistency of housing stock records (*‘Recommendations’ at page 54*).

The Member stated that the revised timetable for the trail-run of the external audit submission(s) was a challenging one and that a contingency plan was required if the initial deadline was not met (on 26 July 2017).

The Interim Chief Finance Officer advised that the Fixed Asset Register did not correspond with the Housing Stock Repairs Register at the present time. He acknowledged that a contingency plan for audit submission(s) was required.

External Audit Plan 2016/17 (“the Plan”)

The Director summarised the contents of the Plan in turn (at pages 57 - 72).

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He highlighted several risks and areas of focus that required specific external audit attention in the Plan, namely:

- (a) The risks associated with the changes in the pension liability due to the Local Government Pension Scheme (LGPS) Triennial Valuation (at page 61);
- (b) The risks associated with key financial statements and analyses to comply with Code of Practice on Local Authority Accounting (at page 61);
- (c) The Authority's arrangements to continue to build financial resilience in an increasingly-austere public-sector economic climate (at page 67); and
- (d) The Authority's arrangements to continue to implement change to address the issues raised in the Independent Investigator's Report ("the Penn Report") (at page 67).

Councillor J W Boyce questioned the feasibility of the proper, independent and co-harmonious arrangements for the commission of external audit work when 'working with partners and third parties', in notable relation to the proposed establishing of a Combined Authority for Leicester and Leicestershire ("the Combined Authority") (*Value for Money Arrangements Work (Cont.)*' at page 64). He further enquired as to whether a conflict of interest arose by virtue of a single external auditing firm auditing all the constituent authority members of the Combined Authority.

The Director advised that the overall criterion was reviewed and applied to any given public body, which assesses the arrangements in terms of cost-effective outcomes and benefits for taxpayers, local people and stakeholders, and extended to all public, private and voluntary-sector entities with whom partnership work was or may be undertaken. He stated that no conflict arose owing to a duty to objectively-assess.

Councillor K J Loydall sought acknowledgement within the Plan of the £1.4m budget gap inherited by the Council as a result of the Government's Financial Settlement.

The Director advised that the Council continued to face similar financial pressures and uncertainties to those experienced by others in the local government sector and that, via its Medium Term Financial Strategy (MTFS), the Council needed to have in place effective arrangements for managing its annual budget, generating income and identifying and implementing efficiency-savings required to balance the same until 2020.

The Director stated that the Plan provided a summary of the Council's present position and an update would be subsequently reported and, if necessary, a qualification issued. There was nothing to warrant a qualification at the present time. He further advised that the Chief Finance Officer (Section 151 Officer) was equally responsible to notify Members of any budgetary concerns on a regular and periodic basis.

The Chair sought to clarify that the Council was not operating on a "budget deficit" and that the Council had a robust, financial strategy to bridge the budget gap.

The Chair moved the recommendation(s) as set out at paragraph 2 of the report (at page 45).

	<p>The Vice-Chair seconded the recommendation(s).</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>(i) The Annual Report on Grants and Returns 2015/16 (at Appendix 1) be noted; and</p> <p>(ii) The External Audit Plan 2016/17 (at Appendix 2) be noted.</p>	
82.	<p><u>COLLECTION AND WRITE-OFF OF MISCELLANEOUS DEBTORS</u></p> <p>The Committee gave consideration to the report (at pages 73 - 74) as delivered and summarised by the Interim Chief Finance Officer (Section 151 Officer) which should be read together with these minutes as a composite document.</p> <p>The Interim Chief Finance Officer added that the outcome of this report was reflected in the Internal Audit Progress Report 2016/17 (at Agenda Item 7 and Minute Ref. 80) in respect of the completed 2016/17 Debtors review. He stated that miscellaneous debts continued to fall under a robust debt management strategy and was pleased to announce that there were no debt write-offs in the final fourth quarter of 2016/17.</p> <p>Councillor L A Bentley commended Officers for their efforts in debt(s) collected. He further enquired as to how the remaining c. £153,000 of debt was being managed. With reference to paragraph 3.3 (at page 74), the Member requested that ‘the second quarter’ be corrected to ‘<i>the fourth quarter</i>’.</p> <p>The Interim Chief Finance Officer advised that debt management was a fluid process under which not every debt owed any given time was in a critical position. The c. £153,000 was said not be “under management” insofar the collection of those debts had not reached the formal stage of enforcement, however informal, pre-enforcement action (viz. debtor re-repayment plans) was being taken in relation to the same.</p> <p>Councillor G A Boulter requested that feedback be provided on the newly-appointed debt enforcement agency contracted by the Council. He noted the important distinction to be made between debtors who “could not” and “would not” pay.</p> <p>The Interim Chief Finance Officer advised that the Council was satisfied with the debt enforcement services provided by the newly-appointed agency who were said to operating on the basis of taking a percentage of the debt(s) collected rather than any direct form of payment tendered by the Council. He reported that the agency employed a robust but fair operation, attempting to understand and to be empathic towards the difficulties and hardship faced by debts, and enforced accordingly.</p> <p>The Chair moved the recommendation as set out at paragraph 2 of the report (at page 73).</p> <p>The Vice-Chair seconded the recommendation.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>The contents of the report be noted by Members.</p>	

83.

RESIDENT FORUM OUTTURN BUDGET POSITION AND ALLOCATION REQUESTS

The Committee gave consideration to the report and appendices (at pages 75 - 79) as delivered and summarised by the Interim Chief Finance Officer (Section 151 Officer) which should be read together with these minutes as a composite document.

Councillor J W Boyce stated that the allocation of additional funding of £73,000 ought to be fairly and consistently allocated in proportion to the original allocation at paragraph 3.5(i) (at page 76).

The Chair and Councillor J W Boyce jointly-requested that a review of the regulations governing grant allocations, including the funding of voluntary organisations and “on-the-night” grants allocation at Forum meetings without supporting paperwork, be undertaken.

Councillor G A Boulter enquired as to whether the additional allocation funding was for revenue and, or, capital schemes.

The Interim Chief Finance Officer advised that the additional allocation was to be made available for both revenue and capital schemes, subject to account of annual ongoing revenue costs if used in respect of the latter.

Councillor Miss A R Bond stated that it was important for all three Borough town centres to have at least once defibrillator device installed and made available for use on-site.

The Chair advised that such requests were to the responsibility of residents to raise.

Councillor J Kaufman welcomed the use of grant allocations for pump-priming purposes (i.e. the stimulation of economic activity by investment) however opined that ongoing, revenue costs ought to be borne by the grant recipients themselves.

The Chair stated that grant allocations for (voluntary) organisations ought to be managed different to grant allocations for residents.

Councillor J W Boyce stated that the initial lump allocation for the Forums originated from significant capital receipts generated from land in South Wigston and subsequently supplemented by the award of New Homes Bonuses (NHB's). It was said that the grant allocations were designed as “one-off” spends and to benefit the greatest number of people. He opined that ongoing revenue funding of projects was unacceptable and ultimately a matter reserved unto the Council and not the Forums.

Councillor J W Boyce moved:

- (i) The recommendations as set out at paragraphs 2.1 and 2.2 of the report (at page 73) and;
- (ii) That the additional allocation of funding of £73,000 be allocated in proportion to the original allocation as set out at paragraph 3.5(i) (at page 76).

The Chair seconded the recommendations (as amended).

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	<p>UNANIMOUSLY RESOLVED THAT:</p> <p>(i) The position(s) of the Forums' budgets be noted by Members;</p> <p>(ii) The allocation(s) requested by the Forums (as set out at paragraph 3.4) be approved; and</p> <p>(iii) The additional allocation of funding of £73,000 be allocated in proportion to the original allocation as set out at paragraph 3.5(i).</p>	
84.	<p><u>ANNUAL REVIEW OF HEALTH AND SAFETY</u></p> <p>The Committee gave consideration to the report and appendices (at pages 80 - 96) as delivered and summarised by the Interim Chief Finance Officer (Section 151 Officer) which should be read together with these minutes as a composite document.</p> <p>The Interim Chief Finance Officer added that the outcome of this report was reflected in the Internal Audit Progress Report 2016/17 (at Agenda Item 7 and Minute Ref. 80) in respect of all recommendations in relation to Health and Safety (H&S) having since been implemented.</p> <p>With reference to 'Table 1: Staff Accidents via Location' and 'Table 2: Public Accidents via Location' (at Appendix 1 at pages 84 - 85), Councillor G A Boulter stated that information did reflect well in the data breakdown depicted most notably in respect of the locations marked 'Elsewhere' and 'Brocks Hill', respectively.</p> <p>The Interim Chief Finance Officer advised that the 'Elsewhere' marker incorporated manual-trade employees (viz. refuse collectors, sweepers) working on the Borough's streets and the 'Brocks Hill' marker incorporated public visitors (viz. minor injuries to children) but excluded volunteers.</p> <p>Councillor J W Boyce requested that the Annual Health and Safety Plan (2016/17) ("the Plan") should include some examples of investigated and signed-off accidents for the Council's own learning processes.</p> <p>The Interim Chief Finance Officer advised that the Senior Management Team (SMT) was to work in close partnership with the H&S Staff Group so to better inform Members of the H&S situation at the Council as of when it develops.</p> <p>Councillor L A Bentley stated that it should be the Council's aspiration to have zero accidents. He further requested that "near-hit" reporting be incorporated into the Plan and the Health and Safety Policy ("the Policy") as a valuable assessment tool and the responsibility of all employees to report, accordingly.</p> <p>The Interim Chief Finance Officer advised that "near-hit" reporting was to feature as part of operational implementation of the Policy via risk assessments undertaken.</p> <p>Councillor K J Loydall welcomed the report and the extensive work undertaken by Officers, however raised a number of concerns and recommendations for subsequent inclusion into the Plan and, or, Policy, amongst other things namely:</p> <p>(a) A "high-to-low" risk-ranking system (to be systematically worked through) so to give effect to this Committee's governance role in</p>	<p>AC KP PE</p>

	<p>ensuring progression, highlighting defined structures as to the exact designations of responsibility and operating standards and the importance of a duty to investigate accidents ;</p> <p>(b) A more meaningful breakdown and exposition of how accidents are categorised and recorded, why the accidents have occurred (viz. training issues), and the outcomes, progress made and lessons learned;</p> <p>Councillor J W Boyce moved:</p> <p>(i) That the Annual Health and Safety Plan (at Appendix 1) be noted, subject to further inclusions and improvements being made at a later date and the Plan being reviewed at a subsequent meeting of the Committee; and</p> <p>(ii) The recommendation as set out at paragraph 2.2 of the report (at page 73).</p> <p>The Chair seconded the recommendations (as amended).</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>(i) The Annual Health and Safety Plan (at Appendix 1) be noted, subject to further inclusions and improvements being made at a later date and the Plan being reviewed at a subsequent meeting of the Committee; and</p> <p>(ii) The Health and Safety Policy (at Appendix 2) be approved.</p>	
85.	<p><u>ASSET OF COMMUNITY VALUE NOMINATION FOR HIGHCROFT PARK, OADBY</u></p> <p>The Council gave consideration to the report and appendices (at pages 97 - 106) as delivered and summarised by the Planning, Development and Regeneration Manager which should be read together with these minutes as a composite document.</p> <p>Councillor J W Boyce stated that, if Members were minded to approve the nomination of Highcroft Park, Oadby as an Asset of Community Value (ACV), this would not otherwise fetter the discretion of the Development Control Committee and that the ordinary planning rules and procedures would apply where necessary.</p> <p>The Planning, Development and Regeneration Manager advised that by approving the nomination, the Council was said to be merely discharging its obligations under the regulations governing the Council's decision-making in respect of Nominated Assets (NA's) and in managing and maintaining the ACV Register. The nomination, if approved, would not fetter the discretion of the Development Control Committee whatsoever and did not afford NA's any form of extraordinary planning protection.</p> <p>Councillor L E Bentley enquired as to whether the NA was to 'further the social wellbeing or social interests' of the whole Borough community <i>vis-a-vis</i> the local community in terms of permitting wider public rights of access to the land in question.</p> <p>The Planning, Development and Regeneration Manager advised that it was beyond the Council's jurisdiction to insist upon public access rights over, what is, privately-owned land. The matter of legal proprietorship was said to be incidental as opposed to material to the Council's obligation to effectively</p>	

	<p>administer the ACV process only.</p> <p>Councillor J Kaufman sought further clarification as to the compensatory risks and implications that would beset the Council if the nomination were to be approved, and the consideration given to preparing a locally adopted procedure for the same.</p> <p>The Planning, Development and Regeneration Manager advised that a risk did exist and asset owners did enjoy a right to claim compensation attributable to an approved listing against the Council: however, the Department for Communities and Local Government (DCLG) would meet the costs of any compensation payments. It was said that the authority's standard procedures had been considered and followed in lieu of a local adopted procedure which satisfied the Council's own requirements.</p> <p>Councillor M L Darr moved the recommendation as set out at paragraph 2 of the report (at page 97).</p> <p>The Vice-Chair seconded the recommendation.</p> <p>UNANIMOUSLY RESOLVED THAT:</p> <p>The Nominated Asset known as Highcroft Park, Oadby be confirmed as an Asset of Community Value on the basis that it has been made by a qualifying community group and that the nominated asset "furthers the social wellbeing or social interests of the local community" and, therefore, the asset be included on the Council's Assets of Community Value Register and be entered on the Local Land Charges Register.</p>	
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THE MEETING CLOSED AT 8.33 PM



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CHAIR

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TUESDAY, 11 JULY 2017

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