



# Oadby and Wigston Borough Council

Dear Sir/Madam,

I hereby summon you to attend a meeting of the **COUNCIL** to be held in the Council Offices, Station Road, Wigston on **THURSDAY, 19 FEBRUARY 2015** at **7.00 pm** for the transaction of the business set out in the Agenda below.

Yours faithfully

Council Offices  
Wigston  
11 February 2015

Chief Executive

## AGENDA

## Page No's

|     |   |         |
|-----|---|---------|
| 1.  | Apologies for absence   |         |
| 2.  | Declarations of Interest  |         |
| 3.  | To read, confirm and sign the Minutes of the meeting held on 9 December 2014              | 1 - 7   |
| 4.  | Action List   | 8       |
| 5.  | Motions on Notice   |         |
| 6.  | Mayor's Announcements   | 9       |
| 7.  | Petitions, Deputations and Questions  |         |
| 8.  | Leaders Statement   |         |
| 9.  | Budget Proposals 2015/16  | 10 - 14 |
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| 15. | Council Tax Setting   | 43 - 46 |
| 16. | Report of the Independent Remuneration Panel  | 47 - 61 |
| 17. | Pay Policy Statement  | 62 - 71 |
| 18. | Bell Street, Wigston  | 72 - 73 |

19. To Receive the Minutes for information of the meeting of the meeting of the following Committees , Forums, Working Groups and Outside Bodies:
- |   |           |
|---|-----------|
| (a) Development Control Committee - 11 December 2014            | 74 - 80   |
| (b) Community Engagement Forum - 16 December 2014               | 81 - 84   |
| (c) Community Safety Partnership -19 January 2015               | 85 - 87   |
| (d) Service Delivery Committee - 22 January 2015                | 88 - 98   |
| (e) Licensing and Regulatory Committee - 22 January 2015        | 99 - 101  |
| (f) Policy, Finance and Development Committee - 3 February 2015 | 102 - 114 |
20. To authorise the common seal of the Council to be affixed to all contracts, orders, deeds and other documents arising out of the minutes and reports referred to in the forgoing items
21. Reports of Members appointed by the Council to serve on outside bodies

**MINUTES OF A MEETING OF THE COUNCIL HELD AT THE COUNCIL OFFICES, WIGSTON ON TUESDAY 9 DECEMBER 2014, COMMENCING AT 7.00 P.M.**

**IN ATTENDANCE:**

Councillor Mrs S A Dickinson – Mayor  
Councillor L Darr – Deputy Mayor

Councillors: J Boyce, L A Bentley,  
F S Broadley, Mrs L M Broadley  
D Carter, M Charlesworth,  
B Dave, R Eaton, Mrs L Eaton, D Gamble, Mrs J Gore, S Z Haq,  
Mrs R Kanabar, J Kaufman, Mrs L Kaufman, Mrs H Loydall,  
K Loydall, R Morris, Mrs S B Morris, P Swift and R Thakor.

Officers in Attendance: M Hall, J Guazzaroni, I Dobson,  
Mrs A Court, J Dickson, A Thorpe

Others in attendance: R Thompson of RPT Consulting

| Min Ref | Narrative  | Officer Resp |
|---------|--|--------------|
| 25.     | <b><u>APOLOGIES FOR ABSENCE</u></b><br><br>An apology for absence was received from Councillors G Boulter, Mrs E Connell and Miss M Chamberlain  | JG           |
| 26.     | <b><u>DECLARATIONS OF INTEREST</u></b><br><br>None received  | JG           |
| 27.     | <b><u>MINUTES</u></b><br><br><b>RESOLVED:</b> that the minutes of the following meetings be taken as read, confirmed and signed:<br><br>Council Meeting – 2 <sup>nd</sup> September 2014 | ID           |
| 28.     | <b><u>ACTION LIST</u></b><br><br>The Action List be noted.   |              |

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| 29. | <p><b><u>MOTIONS ON NOTICE</u></b></p> <p>None received.</p>   |  |
| 30. | <p><b><u>MAYOR'S ANNOUNCEMENTS</u></b></p> <p>The Council noted events attended by the Mayor within report pages 6 &amp; 7.</p> <p>The Mayor thanked Members for the support they have given to her and her events so far and informed them that there had been an increase by fifty percent of events from last year.</p> <p>The Mayor announced the following events :</p> <p>Charity Fashion Show on 24 September 2014.<br/> Charity Beer and Skittles on 11 November 2014.<br/> Christmas Carol Concert on 10 December 2014.<br/> Charity Curry Night in February 2015.<br/> Parklands Barn Dance on 25 April 2015.</p>  |  |
| 31. | <p><b><u>PETITIONS, DEPUTATIONS AND QUESTIONS</u></b></p> <p>None.</p>   |  |
| 32. | <p><b><u>LEADER'S STATEMENT</u></b></p> <p>The Leader discussed the forthcoming budget setting and said that a quarter of the budget has been cut during the last four years. He informed members that the Council has managed to avoid cutting frontline services by reviewing services and redesigning them.</p> <p>The Leader raised concerns regarding the County Council's budget cuts stating that there was a lack of clarity or system to implement their cuts. He informed members that support for vulnerable people is being cut but the district councils have not been consulted on the reasoning or implications.</p> <p>The Leader informed members that the Leader of the County Council had referred the district leaders to the County Council's Medium Term Financial Strategy and that it would be looking to stop paying recycling credits for green waste from next year. This proposal would need to go through a formal process in order for the County Council to try and do this which the Leader believed has still not been started. In the case of Oadby &amp; Wigston this would be between £80,000 and £85,000 per year</p> |  |

|                   |  |  |
|-------------------|--|--|
|                   | <p>in lost income.</p> <p>The Leader informed members that the County Council would be looking at stopping paying dry goods recycling credits in three years time. Dry recycling gives the Council a large income from the recycling credits and sale of the processed materials and any changes to this would have a significant and game changing effect on the Council. The Council requires and must be provided with adequate consultation and notice of any proposed changes to give it the opportunity to review the service.</p> <p>The Leader said he had asked the Chief Executive to seek clarification from the County Council on these issues and that his main concern was if cuts were being considered that could threaten this Council's dry recycling scheme income then he would do all he could to prevent or delay that . He thought it would be good if the County Council could see this Council's dry recycling operation and how both councils could possible benefit from its continuation.</p> <p>The Leader then wished Members a Merry Christmas.</p> |  |
| <p><b>33.</b></p> | <p><b><u>STATEMENT OF LICENSING POLICY 2015-2020</u></b></p> <p>The Committee gave consideration to the report of the Head of Corporate Resources as set out at pages 8 to 40, which should be read together with these minutes as a composite document.</p> <p>The Electoral and Democratic Services Officer gave the background to the report and informed Members it is required to be adopted by Full Council.</p> <p><b>RESOLVED:</b> That the Policy be approved to take effect from 1 January 2015.</p>   |  |
| <p><b>34.</b></p> | <p><b><u>LEISURE CONTRACT UPDATE</u></b></p> <p>The Committee gave consideration to the report of the Director of Services as set out at pages 41 to 45, which should be read together with these minutes as a composite document.</p> <p>The Director of Services gave the background to the report setting out to Members the progress to date and why there had been some delays.</p> <p>The Mayor said that she had been present at the contract signing and she now appreciated the huge amount of work that</p>  |  |

|     |   |  |
|-----|---|--|
|     | <p>had gone into the project so far and that members should acknowledge this and thank the officers concerned particularly Mrs Court and Mrs Lennox.</p> <p>Members sought reassurances as to the reasons for the additional costs of £571,000. Members sought further reassurance that there would be no further additional costs.</p> <p>Mr Thompson stated that the £571,000 was now fixed in the contract and that SLM Ltd the contractor undertaking the works now take full responsibility for any additional costs and that the costs had been independently assessed, scrutinised and challenged by the Council appointed independent consultants. In addition, SLM had met the additional demolition costs at Wigston Pool of £10,000</p> <p>Members queried a number of points regarding the Leisure Contract as follows: -</p> <ol style="list-style-type: none"> <li>1) If the Council were aware of the asbestos risk at the Council Leisure Sites. The Director of Services confirmed that the Council and SLM were aware of the risks and these had been costed into the scheme.</li> <li>2) Why had the utilities diversion and piling works not been identified at tender stage. Mr Thompson stated that it is normal practice for such works as utility diversions to be within the additional costs. This is because it is not expected tenders at the bidding stage to do in depth ground surveys</li> <li>3) If SLM went into liquidation then how would the Council cover any costs and what would it do. Mr Thompson confirmed that a performance bond is in place and if SLM went into liquidation the Council could:- <ol style="list-style-type: none"> <li>a) Appoint another contractor</li> <li>b) Close the facilities.</li> <li>c) The Council, itself, operate the facilities</li> </ol> </li> </ol> <p>Another Member welcomed the scrutiny of the contract and welcomed the report.</p> <p>Members were also reminded of the invitation to preview the refurbished gym at the Parklands Leisure Centre on the 22 December 2014.</p> <p><b>RESOLVED:</b> That the report be noted.</p> |  |
| 35. | <b><u>DEVELOPMENT OPPORTUNITIES IN THE BOROUGH</u></b>  |  |

The Committee gave consideration to the report of the Director of Services as set out at pages 46 to 53, which should be read together with these minutes as a composite document.

The Planning Policy and Regeneration Manager went through the report

Regarding 41 Canal Street, South Wigston

He stated there was a compelling reason to make the CPO because:-

- a) The Building is in a significant state of neglect and is continuing to deteriorate, glass falling out of windows, damp issues for adjoining properties and a public safety risk. Neighbours have complained on many occasions about the continuing deterioration of the fabric of the building.
- b) Visual appearance gives an unfavourable impression of the area, which is added to by substantial boarding.
- c) The pigeon infestation is so great that the Council has to take action and incur costs to control the infestation, secure and tidy the site.

He informed the Committee that Land at Bennett Way South Wigston and site of Oadby pool would be developed for affordable housing.

Members welcomed the report and the fact that 41 Canal Street was being looked at for development and were supportive that the sites would be used to develop affordable housing.

The Leader of the Council clarified that the decision being made was a policy decision and that an action plan should be drawn up within the next six months for the delivery of the projects.

A couple of Members queried whether the affordable housing projects at the site of Oadby Pool would encroach into Ellis Park Car Park. The Leader said that this was not known at this stage and was still to be determined as no detailed site plans were in place but the point would be taken into consideration.

A member sought clarification that if 41 Canal Street was obtained by the Council and transferred to a Developer what happens if they disappear. The Director of Services assured that sufficient safeguards would be in place.

**RESOLVED:** To support the recommendations in the report.

|                   |  |  |
|-------------------|--|--|
| <p><b>36.</b></p> | <p><b><u>ADOPTION OF TERMS OF REFERENCE FOR TASK GROUPS</u></b></p> <p>The Committee gave consideration to the report of the Chief Executive as set out at pages 54 to 58, which should be read together with these minutes as a composite document.</p> <p>The Chief Executive gave the background to the report.</p> <p>A Member said that the 3(b) of the Terms of Reference for the Supporting Leicestershire Families Group be amended to read “The Leader of the Council “ who it had been agreed would chair the group.</p> <p><b>RESOLVED:</b> To support the recommendations in the report with the above change.</p> |  |
| <p><b>37.</b></p> | <p><b><u>MINUTES OF MEETINGS OF COMMITTEES, FORUMS AND WORKING GROUPS</u></b></p> <p>Cllr D Carter pointed out that his name was omitted for the attendance list the Development Control Committee meeting on the 16 October 2014 and the Place Shaping Working Group on the 22 October 2014.</p> <p><b>RESOLVED:</b> that the minutes of the meetings of the committees, forums and working groups as set out in the agenda be received.</p>  |  |
| <p><b>38.</b></p> | <p><b><u>COMMON SEAL</u></b></p> <p><b>RESOLVED:</b> That the Common Seal of the Council be affixed to all contracts, orders, deeds and other documents arising out of the Minutes and Reports in the foregoing items.</p>   |  |
| <p><b>39.</b></p> | <p><b><u>REPORTS OF MEMBERS APPOINTED BY THE COUNCIL TO SERVE ON OUTSIDE BODIES</u></b></p> <p>None.</p>   |  |
| <p><b>40.</b></p> | <p><b><u>EXCLUSION OF PRESS AND PUBLIC</u></b></p> <p><b>RESOLVED:</b> That under Section 100 A (4) of the Local</p>   |  |



|     |   |  |
|-----|---|--|
|     | <p>Government Act 1972, the press and public be excluded from the remainder of the meeting on the grounds that the business to be transacted involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act (as amended).</p>   |  |
| 41. | <p><b><u>41 CANAL STREET SOUTH WIGSTON</u></b></p> <p>The Committee gave consideration to the report of the Director of Services as set out at pages 187 to 189, which should be read together with these minutes as a composite document.</p> <p>The Planning Policy and Regeneration Manager gave the background to the report and informed the Committee that a developer had been successful and is hereby recommended to regenerate 41 Canal Street.</p> <p><b>RESOLVED:</b> To support the recommendations in the report.</p> <p>The Clerks to the meeting left at 8:06pm</p> |  |
| 42. | <p><b><u>SETTLEMENT CLAIM</u></b></p> <p>Council Members considered the confidential report.</p> <p><b>RESOLVED:</b> That the report be noted and any necessary action be taken</p>   |  |

The Meeting Closed at 8:45pm

# Agenda Item 4

## Council 19.2.15

### ACTION LIST

| <u>Min. No.</u> | <u>Title</u>              | <u>Action To be Taken</u>                            | <u>Officer</u> | <u>Target Date</u> | <u>On Target</u> |
|-----------------|---------------------------|--|----------------|--------------------|------------------|
| 35              | Development Opportunities | Action plan for the delivery of development projects | AC             | Jun 2015           | YES              |

## **Events Attended by The Mayor 9 December 2014 to 19 February 2015 Inclusive**

1. OWBC Carol Service
2. Guthlaxton College End of Year Concert
3. All Saints' Church, Wigston Magna Christmas Tree Festival
4. Salvation Army Christmas Concert
5. HBBC Mayor's Carol Service
6. Senior Citizens Christmas Concert
7. Willow Court Care Home 100<sup>th</sup> Birthday Party
8. Glen Parva Young Offenders Carol Service
9. Blaby District Council Civic Christmas Carol Concert
10. The Bishop of Leicester Christmas Drinks Party
11. Parish of St. Peter and St. Paul 9 Lessons and Carols Service
12. Parklands Leisure Centre Prize Draw
13. LCC Chairman's Dinner for Unsung Heroes
14. Magna Care Home 100<sup>th</sup> Birthday Party
15. University of Leicester Winter Degree Congregations
16. Everyone Active Parklands Launch Day
17. National Holocaust Memorial Event
18. Leicester Council of Faiths Holocaust Memorial Day Event
19. OWBC LGBT Flag Flying Ceremony
20. All Saints C of E School Polish Airmen Memorial Service
21. Leicester Progressive Jewish Congregation Religious Service
22. Manor High School Visit
23. OWBC Mayor's Charity Curry Night and Auction
24. Blaby District Council – Everards Brewery Tour

## **Events Attended by The Deputy Mayor 9 December 2014 to 19 February 2015 Inclusive**

1. Hot Marketing Local Business Open Day
2. William Wygston Pub Re-opening
3. Sainsbury's Wigston Store Opening

# Agenda Item 9



**Council**

**19 February 2015**

**Matter for Decision**

**Title: Budget Proposals 2015/16**

**Author: John Dickson – Chief Financial Officer and Section 151 Officer**

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## **1. Introduction**

This report covers two areas of budget determination for 2015/16. It presents the proposals for the budget as recommended by the Policy, Finance and Development Committee at its meeting on 3 February 2015 and also the Service Delivery Committee at its meeting on 20 January 2015. It also contains the Chief Financial Officer's report on the robustness of the budget proposals and the adequacy of reserves. The report needs to be read in conjunction with the report on Council Tax setting 2015/16, which is based on the attached budget proposals.

## **2. Recommendations**

- a) That the General Fund net revenue budget estimates for 2015/16 totalling £6,468,574 be approved (Appendix 1).
- b) That the capital programme for 2015/16 amounting to £11,241,370 be approved (Appendix 2).
- c) That the Chief Financial Officer be authorised to arrange the financing of the capital programme as necessary.
- d) That the Housing Revenue Account draft revenue estimates for 2015/16 be approved (Appendix 3).
- e) That Members approve an average dwelling rent increase of £1.74 per week (Appendix 3, Section 4.2) which represents a 2.26% increase and other charges as set out in Appendix 3, Section 2.
- f) That Members approve the list of reserves and balances as described in Appendix 4.
- g) That Members approve the policy on maintaining the Council's minimum General Fund balances figure, as declared by the Chief Financial Officer, of at least £646,860 based on 10% of net revenue expenditure. In addition, that Members approve the policy of maintaining Housing Revenue Account balances of at least £300,000.

## **3. The Council's Policy Context**

In May 2011, the Council set out its vision and commitments for its four year administrative period.

- Protect and continue to deliver the good quality, consistent, value for money front line services provided to residents, particularly weekly refuse and recycling collections.

- Enhance the green environment of the Borough so that residents are able to take full advantage of it.
- Revitalise the town centres through development and by retaining free shoppers car parking.
- Work with the Police to create a safer Borough where people feel more comfortable and at ease.
- Improve community engagement including listening to and delegating more to the three town forums.
- Work with others to try and improve the health and wellbeing of the residents of the borough.
- Work smarter to deliver the efficiency savings required to meet the continuing budget cuts

The Council continues to deliver on all of these commitments. This is only made possible, however, because of the Council's last commitment above which is its determination and success in working smarter to deliver the efficiency savings required to meet the increasing national budget challenges.

The Strategic Aims that the Council has and is adopting in order to focus this are:

1. A comprehensive review of all of its assets continues into 2015/16 resulting in more active asset management. Members will then be able to clearly determine which of the Council's assets could and should be making a financial return, breaking even and being subsidised for the benefit of residents.
2. A fundamental service review and redesign that will place residents, particularly those who will be affected by the national welfare reforms, at the heart of a process that will support and empower them to be able to fully understand and successfully navigate all of these reforms.
3. The continuation of its successful "invest to save" programme, where one off expenditure is prioritised and opportunities are created and seized in order to generate or save revenue funding in the longer term.
4. To ensure that the Council never adopts any schemes, projects or services that are not first demonstrated to be at least cost neutral and therefore should never be an additional burden to local council tax payers.
5. A determination to take full advantage of the Government now allowing councils to build new houses. The Council continues to aim to build on average at least 5 a year from 2015/16.

These priorities and strategic aims will:

- Focus and drive forward the Council's strategic planning.
- Form the basis of the Council's Medium Term Financial Strategy.
- Provide the direction for allocating resources and restructuring.

#### **4. Information**

Further to the meetings of the Policy, Finance and Development Committee and the Service Delivery Committee on the 3 February 2015 and 20 January 2015

respectively, this report includes proposals for the budget and Council Tax for 2015/16. These proposals support the Council's strategic improvement plan aims, ensuring that resources follow priorities and continue to support quality, value for money services for the residents of the borough.

Most of the Council's budget has already been considered in detail by the two committees. The overriding factor reported to the committees was the continuing impact of the economic climate and particularly the reduced government grant on the Council's financial position, including the potential risk to the Council's Medium Term Financial Strategy (MTFS).

This unprecedented financial climate continues to make budget exceptionally difficult. It is testament to our sound financial management that the Council is in a position to recommend that there is no increase in the Borough's share of the Council Tax for 2015/16. In arriving at this position it has been important to strike a balance between delivering efficiencies whilst continuing to provide quality services to our community, particularly in these difficult times. Achieving efficiencies and delivering value for money has been a key part of the Council's financial strategy for a number of years. However the significant impact of grant reductions means the Council must continue to strive for efficiencies, taking a measured and responsible approach to the challenge. The reports to the two committees outline the challenge of delivering the efficiency savings required. The Council wishes to remain an ambitious council and it is essential, especially at a time of significant change, that it continues to be agile in responding to new challenges in the face of reducing resources. Consequently the budget proposals retain appropriate levels of reserves to assist in managing future uncertainties and in this regard it is important for Council to consider the Section 151 Officer's report on the robustness of the budget calculation and adequacy of reserves set out in Annex 1.2 of Appendix 1.

Prior to the commencement of each financial year the Council prepares a number of capital and revenue spending plans which set out how it intends to invest in services to achieve its priorities and objectives. The Council also prepares a number of financial strategies which show how it aims to gain maximum value from the resources available to it whilst at the same time not exposing it to unnecessary risk. An update on these strategies will be presented to the Policy, Finance and Development Committee at its meeting on 24 March 2015.

All of these plans will impact on one another. For example, capital investment proposals will have revenue implications either through borrowing costs and /or on-going running expenses. The Council prepares a Treasury Management Strategy to determine the best time to borrow and from whom. The Council prepares Prudential Indicators to highlight the extent to which it is becoming dependent on borrowing and /or when new borrowing will need to be taken out to replace maturing loans. The Council prepares an Investment Strategy to ensure that it gains maximum investment interest on surplus cash, also at the same time protecting this cash from loss or misappropriations. Finally, the Council needs to be fully aware of the longer term impact of its spending proposals by preparing a Medium Term Financial Strategy (MTFS). This

particular strategy will be presented to the Planning, Finance and Development Committee on 24 March 2015.

### **Robustness of Budget Estimates**

The budget estimates have been subjected to detailed scrutiny and challenged by officers and Members (Details are included in Annex 1.2 of Appendix 1). Budgets were prepared according to the approved budget strategy for the financial year 2015/16 report submitted to the Policy, Finance and Development Committee on 28 October 2014. Proposals from spending committees have been brought together to form the proposed General Fund budget estimates for 2015/16 as set out in Appendix 1. Whilst the budgets for 2015/16 have balanced, further anticipated reductions in Formula Grant are expected in future years which will be detailed in this years' Autumn Statement. The strategy for dealing with future years will be detailed in an updated MTFS at the Policy, Finance and Development Committee on 24 March 2015.

**In accordance with Section 25 of the Local Government Act 2003 I am therefore satisfied with the robustness of the budget process for 2015/16.**

### **Adequacy of Reserves**

Mindful of the range of uncertainties that may have financial consequences for the Council in the coming years and of the advice of the Section 151 Officer in Annex 1.2 of Appendix 1 a new Income Profiling Reserve was set up in 2013/14 which has a forecast balance of £110,000 as at 31 March 2015 to cover potential volatilities in respect of income received on items such as planning fees. Furthermore, the Policy, Finance and Development Committee on 22 July 2014 approved the creation of a Budget Equilibrium Reserve to safeguard against unforeseen changes in received central Government funding and in particular any deficit that may results from the local retention of business rates. The balance on this reserve is forecast at 31 March 2015 as £405,000 after allowing for the declared deficit resulting from business rates in 2014/15 and a further transfer from the General Fund Reserve of £300,000 in 2014/15 which was approved by Policy, Finance and Development Committee on 3 February 2015. It is important to have such reserves particularly in the current climate and given the significant level of risk identified. The level of these reserves will be regularly monitored to ensure they are adequate to meet the risk identified.

In addition, to meet specific items of potential expenditure a number of earmarked reserves are set aside. The Chief Financial Officer has reviewed the necessity of these reserves. An overall summary of General Fund and Housing Revenue reserves is set out in Appendix 4.

**With an estimated General Fund balance at 31 March 2015 of £947,863, in accordance with Section 25 of the Local Government Act 2003 I confirm that the proposed General Fund balance for the financial year 2014/15 is adequate.**

## Background Papers

- a) Draft budgets submitted to the Policy, Finance and Development Committee on 3 February 2015
- b) Draft budgets submitted to the Service Delivery Committee on 20 January 2015
- c) Review of Fees and Charges submitted to Service Delivery Committee on 21 October 2014 and Policy, Finance and Development Committee on 28 October 2014
- d) Budget Strategy 2015/16 – 2016/17, Policy, Finance and Development Committee on 28 October 2014.
- e) Local Government Finance Settlement 2015/16
- f) New Homes Bonus Scheme Grant Determination 2015/16.
- g) Notification of precepting authorities precepts and Council Tax levels for 2015/16
- h) Comprehensive Spending Review 2010
- i) Leicestershire Pension Fund Actuarial Valuation 2013 Results - Local Authority Employers
- j) Localism Act 2011 and associated regulations
- k) Local Government Finance Act 1992 and associated regulations
- l) Local Government Finance Act 2012 and associated regulations

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| <b>Implications</b>                                      |  |
|--|--|
| Financial  | These are included within the main body of the report.   |
| Risk Management Implications                             | The implications are included within Appendix 5 of this report.  |
| Inclusion, Diversity and Community Cohesion Implications | Managers consider these implications as part of preparing service plans and associated detailed budgets, including any future efficiency savings to be delivered and update / produce service impact assessments where necessary.  |
| Legislation and Policy                                   | The law governing the setting of the billing authority's Council Tax requirements and the calculation of its basic amount of Council Tax is found in Sections 31a and 31b respectively of the Local Government Finance Act 1992 as amended by the Localism Act 2011. In addition to the relevant primary legislation, local authorities are also bound by regulations and other secondary legislation including codes of practice. |
| Other Relevant Considerations                            | None   |



### GENERAL FUND REVENUE BUDGET 2015/16

#### 1.0 Summary

The recommended revenue estimate and net budget requirement for 2015/16 is £6,468,574. This is based on the individual committee budget recommendations made at meetings during January and February 2015.

The level of council tax that is ultimately set as a result of this estimate will be influenced by how much of the General Fund Reserve is used in the year. The effect of the recommended budget is set out below.

|   |                          | £                |
|---|--------------------------|------------------|
| <b>Net Revenue Budget</b>               |                          | <b>6,468,574</b> |
| Use of General Fund Reserve             |                          | 0                |
| <b>Budget Requirement</b>               |                          | <b>6,468,574</b> |
| Less                                    | RSG/NNDR Contribution    | (2,486,824)      |
|   | Council Tax Freeze Grant | (38,290)         |
|   | New Homes Bonus          | (317,765)        |
|   | Other General Grants     | (373,216)        |
|   | NNDR Deficit             | 173,618          |
|   | Council Tax Surplus      | (42,900)         |
| <b>To be Raised from Council Tax</b>    |                          | <b>3,383,197</b> |
| Council Tax Base                        |                          | 16,698.90        |
| <b>Band D Equivalent</b>                |                          | <b>202.60</b>    |
| <b>Rise on 2014/15 (%)</b>              |                          | <b>0</b>         |
| <b>Effect on General Fund Reserve</b>   |                          |                  |
| Estimated Balance as at 1st April 2015  |                          | 947,863          |
| Use of Reserves in the Year             |                          | 0                |
| Estimated Balance as at 31st March 2016 |                          | 947,863          |

A more detailed analysis of the net revenue budget is shown at Annex 1.1.

#### 2.0 Key Budget Issues

#### 2.1 External Support from Government

The following table sets out the external support figures for 2014/15 and the previous two years:

| Financial Year | RSG/NNDR Contribution |                     |               |
|----------------|-----------------------|---------------------|---------------|
|                | Amount                | Increase/(Decrease) |               |
|                | £                     | £                   | %             |
| 2013/14        | 2,859,674             | (458,997)           | (12.7)        |
| 2014/15        | 2,774,279             | (296,698)           | (9.4)         |
| <b>2015/16</b> | <b>2,486,824</b>      | <b>(287,455)</b>    | <b>(10.3)</b> |

2015/16 is the third year of the Local Council Tax Support Schemes (LCTS) and the retention of business rates locally and they are now fully established. As can be seen from the table above there has been a reduction of funding of £287,455 when compared to this financial year (2014/15).

To supplement the funding above for this year the Council will also receive the following grant funding:

- A Council Tax Freeze Grant of £38,290 on the condition that there is no actual rise for tax payers in the year. Grant of this nature for previous financial years has now been included in the funding shown above.
- New Homes Bonus of £317,765 which is calculated based on year on year increases in properties on the Council Tax base less vacant properties.
- Other grants including Section 31 Grant to compensate for additional reliefs given by central Government to small business rate payers.

## 2.2 Major Budget Changes

The budget strategy for 2015/16 approved by Policy, Finance and Development Committee in October 2014 highlighted the following key issues that would impact on this budget:

- Current financial position including working balances and level of reserves
- The local government finance settlement
- The review and revision of the business rates pooling situation
- The review and revision of our Local Council Tax Support Scheme
- Any further advancements in Welfare Reform (Universal Credit)
- Limits locally on New Homes Bonus funding
- Availability of capital resources and prudential indicators

- Housing Revenue Account (HRA) and the impact of self financing and rent convergence.
- Transformation of services

As well as the above issues, the following major additional budget pressures on services have been incorporated within the 2015/16 estimates.

- Reductions in fees and charges income on items such as pest control and commercial recycling
- Staff costs will increase due to a planned increase in employer's contributions to the superannuation fund and a cost of living increase in pay rates.
- An increase in the net cost of benefits

To mitigate these additional spending pressures and reductions in external support, the following key measures have been incorporated within the 2015/16 estimates.

- A new green waste scheme
- The let of a new leisure management contract that will save the Council over its 20 year life a total of £3.6million compared to the previous contract.
- Transport savings through the changes in procurement and financing of new vehicles.
- The review of corporate management charges to the Housing Revenue Account
- A reduction in the cost of the ICT contract.
- Other savings and efficiencies across support services.

### **2.3 Reserves**

The detail of the Council's reserves position is shown at Appendix 4.

### **2.4 Risks to the Budget**

A detailed risk management review is shown at Appendix 5



| <b>BUDGET SUMMARY 2015/16</b>    |                                 |   |                                 |
|----------------------------------|---------------------------------|---|---------------------------------|
| <b>GENERAL FUND</b>              | <b>Budget<br/>2014/15<br/>£</b> | <b>Revised<br/>Estimate<br/>2014/15<br/>£</b> | <b>Budget<br/>2015/16<br/>£</b> |
| Policy Finance and Development   | 2,631,040                       | 2,416,350                                     | 2,325,960                       |
| Service Delivery                 | 3,237,910                       | 3,336,250                                     | 3,583,440                       |
| Development Control              | 502,380                         | 743,080                                       | 491,450                         |
| Children and Young Persons       | 14,300                          | 18,340  | 14,500                          |
| Licensing and Regulatory         | 32,630                          | 2,610   | 4,760                           |
| <b>Net Committee Expenditure</b> | <b>6,418,260</b>                | <b>6,516,630</b>                              | <b>6,420,110</b>                |
| Capital Financing                | 482,970                         | 241,530                                       | 306,180                         |
| <b>Total Expenditure</b>         | <b>6,901,230</b>                | <b>6,758,160</b>                              | <b>6,726,290</b>                |
| Contributions to/(from) :        |                                 |   |                                 |
| Capital Reserve                  | 10,000                          | 10,000  | 10,000                          |
| Troubled Families Reserve        | (23,334)                        | (23,330)                                      | 0                               |
| H.P.D.G. Reserve                 | (54,110)                        | (105,290)                                     | 0                               |
| Management of Change Reserve     | (62,070)                        | (150,520)                                     | (140,750)                       |
| Greening the Borough Reserve     | (3,040)                         | (3,040)                                       | 0                               |
| Refuse and Recycling Reserve     | (125,000)                       | (125,000)                                     | 0                               |
| Operations Reserve               | 0                               | (22,000)                                      | 0                               |
| Budget Equilibrium Reserve       | 0                               | 197,280                                       | (103,566)                       |
| Small Earmarked Grants Reserve   | 0                               | 0   | 0                               |
| Grounds Maintenance Reserve      | 0                               | 0   | (23,400)                        |
| Income Profile Reserve           | 0                               | (40,000)                                      | 0                               |
| Land Valuation Reserve           | 0                               | 24,000  | 0                               |
| HR Recruitment Reserve           | 0                               | 20,000  | 0                               |
| Budget Carried Forward Reserve   | (42,170)                        | (30,340)                                      | 0                               |
| <b>Net Expenditure</b>           | <b>6,601,506</b>                | <b>6,509,920</b>                              | <b>6,468,574</b>                |
| <b>Financed By</b>               |                                 |   |                                 |
| RSG                              | 2,774,279                       | 2,774,279                                     | 1,129,857                       |
| NNDR Contribution                | 0                               | 0   | 1,356,967                       |
| Other General Grants             | 0                               | 60,270  | 373,216                         |
| Council Tax Surplus/(Deficit)    | 87,855                          | 87,855  | 42,900                          |
| NNDR Surplus/(Deficit)           | 0                               | (95,330)                                      | (173,618)                       |
| Council Tax Freeze Grant         | 165,740                         | 165,740                                       | 38,290                          |
| New Homes Bonus                  | 238,479                         | 238,479                                       | 317,765                         |
| Precept on Local Tax Payers      | 3,335,153                       | 3,335,153                                     | 3,383,197                       |
| Reserves                         | 0                               | (56,526)                                      | 0                               |
|                                  | <b>6,601,506</b>                | <b>6,509,920</b>                              | <b>6,468,574</b>                |

| <b>General Fund Reserve</b> |         |         |         |
|-----------------------------|---------|---------|---------|
| Balance as at 1st April     | 891,337 | 891,337 | 947,863 |
| Changes in Reserves         | 0       | 56,526  | 0       |
| Balance as at 31st March    | 891,337 | 947,863 | 947,863 |

**Budget and Council Tax 2015/16 - Report of the Chief Financial Officer on the Robustness of the Estimates Made for the Purpose of the Budget and Tax Setting Calculations and the Adequacy of the Proposed Financial Reserves.**

**Budget Proposals**

I am satisfied that the process employed for identification, evaluation and inclusion of the items forming the budget proposal package has been properly conducted and has arrived at a set of robust estimates given the limitation placed upon it resulting from the late announcement of the Government Grant Settlement.

In arriving at this opinion I have taken due account of the following matters:

1. Budget Process

- a) Budget planning has been undertaken over an appropriate period of time and has allowed full understanding of the issues in an operational and financial context.
- b) Every effort has been made to include all Members in the financial planning process through the circulation of reports and associated information. Formal and informal meetings with Members have taken place to discuss budget matters and the annual Member Workshop was held in September last year to highlight the budget process.
- c) Representatives of those bodies impacted by the savings proposals have been consulted and their views have been taken into account. This in particular has occurred with a Tenants' Panel meeting and discussion regarding the Housing Budget and proposed rent increases.
- d) Consideration has been given to the updated corporate plan in formulating the budget proposals. Ongoing reductions in Council funding have meant that the emphasis on resource targeting is now more about where to avoid reductions as opposed to where to invest.
- e) The budget formulation process at Officer level has been subject to on-going review which has tested the validity and deliverability of pressures and options so as to ensure that Members have been made aware of all aspects and implications of actions when formulating the budget proposals.

**Key Assumptions**

In formulating budget proposals it is necessary to make certain key assumptions; these are as follows:

- a) Income from business rate retention - the new Government Grant System introduced from 1<sup>st</sup> April 2013 links Council finances in part to the success of the local businesses. Councils are likely to gain from the proportion of real business rate growth and lose a proportion of income associated with business rate losses. The budget proposal takes a balanced view on the prospects for growth versus the risk of losses pending the results of the first year's outturn position. The central position should be for a neutral outlook. Work will be undertaken to improve forecasting and to better understand the operation of the system over the following years.
- b) In 2013/14, the Council joined a business rate pool arrangement with other Leicestershire authorities for the retention of business rates. During 2013/14 the

Business Rate Pool performance was monitored and the inherent risk in pooling has increased in the last 12 months. Because of these uncertainties and the high level of risk it was agreed between Leicestershire Authorities that the Pool be terminated for 2014/15. However, during the course of 2014/15 the business rates levels of the Leicestershire Authorities have continued to be monitored and, as agreed at the time the Pool was disbanded, the Pool mechanism has been reviewed with a view to reforming it if it was thought beneficial. This review has been carried out and with both a settling down of the regulatory framework and predictions of the Pool looking favourable for 2015/16, the Chief Financial Officer under delegated powers has agreed that this Council will rejoin the pool for the forthcoming financial year.

- c) Localised Council Tax Support – the Council approved a revised scheme in January 2014 and a fair assessment of the likely impact of these changes built into the budget in 2014/15. The possibility that these estimates are over or understated is a risk to the budget. The Council at its' meeting on 22 January 2014 considered changes to the current Council Tax Support Scheme which resulted in support reducing by 15% for working age claimants. This ensures that this Council and all other precepting Authorities recover the shortfall in funding resulting from the withdrawal of the transitional grant funding. The level of support reduction has been reconsidered resulting in no change in the current 15% which will operate throughout 2015/16. As with business rates how Council Tax support is operated and funded imposes significant additional risk on this Council. Any additional growth and support and/or reduction in collection rates over and above which has been seen within our approved scheme and within fixed Government funding will have a direct cost on this Council and all other precepting authorities. The Council will aim to mitigate these risks. Current projections indicate that the current scheme is operating within the assumptions built into estimates.
- d) Pay and Prices – the proposals include provision for inflation only where there are specific known contractual obligations. An allowance for a 2.2% pay award has been applied for the period 1 January 2015 to 31 March 2016. Therefore the pay award is applied.
- e) A 2% per annum increase in employer's pension contributions has been provided (as determined by the latest triennial valuation of the Leicestershire Pension Fund in 2013).
- f) Demand Changes – the impact of the changes to the welfare and benefits system cannot be assessed before such time as these have been implemented and operational for a while. There is a risk that a consequence of these changes will be an increased demand for housing, advice and support services. The proposals reflect the best assessments of expected changes in demand but there is considerable uncertainty in this respect.
- g) Fees and Charges – due account has been taken of the Council's charging policy and provision made for increases in charges where appropriate. Expected volume changes are also included.
- h) Council Tax Base and Collection Rate – the assumption of growth in the tax base reflects the historic average of around 0.5%. This is masked by reductions in the tax base to reflect the impact of the Localised Council Tax Support Scheme. The collection rate and performance will continue to be

closely monitored over the forthcoming year in order to assess the impact of changes to this Council including discounts and exemptions.

- i) Interests and Investments – The outlook for interest rates remains depressed. The best estimate is that they will remain low for the next one to two years and then increase gradually. An assumption of possible interest rates has been made for the purpose of the budget. The cash flow implications of the Capital Programme have been taken into account in calculating the interest earning available for budget planning.
- j) Income Volatility – for some income streams, such as local land charges, building control and planning fees it is very difficult to forecast levels accurately. To assist this the Council has an Income Profiling Reserve.
- k) Government Grants – outside of the unknown impact of business rate growth or contraction, the allocations of government grants have become confirmed for 2015/16 and 2016/17. This therefore extends beyond the next national election in May 2015. The government has indicated it is working on a comprehensive spending review which if re-elected will extend until at least 2019. Other than supposition there are no indicative estimates of the scale of reduction beyond 2017 and so the Council's updated Medium Term Financial Strategy (MTFS) will have to include some realistic assumptions.
- l) New Homes Bonus Scheme – again, as was the case last year, to maximise the amount this Council receives from New Homes Bonus a review of all the long term empty properties in the Borough was carried out during the year. Because of the urban nature of the Borough and the lack of opportunity to develop new housing the Council not only receives the lowest New Homes Bonus of all Leicestershire Authorities, but is also the second lowest at National level.
- m) Capital Expenditure and Income – although forecasts show sufficient resources to fund the current programme to the end of 2017/18, this is dependent on the realisation of useable receipts from asset disposals which will have associated risks. Consequently, no new schemes will be contractually committed unless funding is available. Should resources from external funding and/or capital receipts not generate the level of receipts forecast, or there is delay in disposal of assets, then the capital programme will need to be reviewed to ensure funding is sufficient to meet proposed expenditure. Monitoring and reviews of the programme resources available are carried out regularly during the year and the Policy, Finance and Development committee will be informed of developments. There are also revenue implications of using uncommitted capital resources.
- n) New Leisure Facilities – in 2013/14 the Council undertook a major procurement project into the letting of leisure management services. The successful contractor commenced the management of the Council's leisure centre and two swimming pools from 1 April 2014 for a period of 20 years. The contract will save over the life of the contract £3.6M compared to the previous one. The profile of the saving is not evenly spread over the lifetime of the contract, with the savings contracted to accrue after the first three years as the contractor will still be establishing its' business model.



## **Monitoring**

The performance against budget for 2014/15 has been monitored throughout the year. The latest outturn estimates (a net saving of £356,000) has been allowed for when estimating the level of resources available for 2015/16 and subsequent years.

The budgetary pressure facing the Council is widely understood and budget holders and managers are working hard towards making savings through efficiency and slimmer structures. As opportunities present themselves, e.g. natural staff turnover, they have been taken and budgetary savings have been realised. These savings are then being reflected in the base budget for future years.

Whilst every years' budget is subject to regular monitoring its importance will remain high during 2015/16 in order to control cost pressures, prevent avoidable overspending and capture under-utilised budgetary provision early.

The Council undertakes regular monitoring and reporting.

## **Financial Risks in the Budget Proposals**

The budget always contains areas of uncertainty and whilst every effort is made to understand, recognise and manage risks adequate financial provisions and reserves are held in the event that they cannot be contained. This provision is in the form of revenue balances.

The Council has been presented with a balanced budget proposal for 2015/16 but despite this the financial risks facing it have increased over the past twelve months as the magnitude in reductions in government support become clearer.

## **Government Grants**

The anticipated financial pressures associated with this reduction represents the greatest and most profound financial challenge faced by the Council over the last twenty years and how we react will shape the organisation and its services and the way we supervise them for many years to come.

With the absence of any significant improvement in reductions in support extends as far as 2019 at a minimum.

In 2010 government grants accounted for 70% of the Council's net funding. By 2015/16 this will be reduced to 50%.

To date the Council has managed to maintain the majority of service provision through a combination of efficiencies, transformation, restructures and income generations. However the Council's Net Expenditure Budget has contracted significantly over the last five years, falling from £8.547M in 2010/11 to £6.469M in the proposed 2015/16 Budget, a fall of 24.3%. Continuing to find savings of this magnitude from a smaller base will become increasingly difficult.

The Council will also consider new income generation opportunities with the aim of providing an income stream which can subsidise essential but non-income generating services.

Having higher working balances and reserves at the Council's disposal provides the cushion to enable it to manage the process of reducing the size of the budget.

However they should only be used where there is sufficient confidence that the changed programme will be successful.

It is forecast that the Council will be holding balances in excess of the minimum requirement at the end of 2014/15. With the backdrop of potential risk in the budget, the ongoing and expected future challenges facing the Council and the potential need to provide some cushioning, maintaining higher balances against this considerable uncertainty represents a sensible and measured approach.

### **Reserves and Provisions**

As Chief Financial Officer, I have carried out a review of the reserves. I have proposed that £300,000 be transferred from the General Fund to the Budget Equilibrium Reserve.

### **Council Tax**

The Government has confirmed that it will be offering another Council Tax Freeze Grant in 2015/16 again equal to 1% with the previous year's grant being rolled up into the Revenue Support Grant.

In practice this will not cover the impact of inflation on the budget and will compound the savings target when the grant potentially ends.

All residents have been used to a significant element of funding for services being provided by Central Government. With this being cut dramatically, residents will increasingly become responsible for funding the services they want and need or face the choice of not receiving the services.

Given a free choice some residents would choose not to pay for services they did not use and thus ultimately there will remain a need for taxation to fund some services. The question for the Council to decide is what the correct balance of service provision is versus the correct level of taxation.

However without continued government support for services it is inevitable that either service provision will need to be considerably lower or taxation higher.

Having looked at the budget and the savings that are made I am satisfied as Chief Financial Officer that it is sustainable to accept the government grant and freeze council tax for 2015/16. However the situation will have to be monitored and the Medium Term Financial Strategy when it is reviewed in March 2015 will have to allow for the reduction of grant income in 2015/16 and onwards.

### **Medium Term Financial Strategy (MTFS)**

Considerable effort at Member and Officer level has been directed at establishing a budget framework that covers future years and that links the need to identify savings with the corporate priorities. This has continued to deliver a balanced budget for 2015/16 but considerable financial uncertainty remains beyond that year.

The Council has historically faced up to its financial challenges and I believe will continue to do so in this period of unprecedented constraint.

Steps have been taken and resources have been directed towards the development of a plan to address the projected funding gap in future years.

As highlighted within this report this will continue to require significant business transformation and a radical rethink about what services the Council provides and the way in which they are provided. Considerable importance has been attached to this at both Member and Senior Officer levels.

Indicative council tax levels included within the Medium Term Financial Strategy should represent a marker for what is considered affordable in the current economic climate. At these levels of increase there is a key assumption that business transformation would be able to deliver the majority of the savings targets. The Medium Term Financial Strategy is being reviewed and a report will be presented to the Policy, Finance and Development Committee on 24 March 2015.

General Fund revenue reserves have been determined taking into account the risks identified within this report and also in the Risk and Sensitivity Analysis for 2015/16 and Forward Forecast to March 2018 (Appendix 5). Therefore the level of balances together with reserves is deemed to represent an adequate level of provision against potential financial risks inherent with the MTFs.

### **Conclusion**

Given the actions taken and the levels of reserves and balances I am therefore of the opinion that the budget proposals for the General Fund have been properly prepared and are realistic in the assumptions made. The proposals have been arrived at after taking appropriate Officer advice and have been recommended for approval by the Planning, Finance and Development Committee and Service Delivery Committee.

John Dickson  
Chief Financial Officer and Section 151 Officer  
February 2015

### CAPITAL PROGRAMME 2015/16

#### 1. Summary of Proposals

The following table sets out the 2015/16 capital submissions considered by each spending committee and shows the proposed methods of financing.

|                                       |                   |
|---------------------------------------|-------------------|
| <u>Submissions 2015/16</u>            | <u>£</u>          |
| Housing Revenue Account (HRA)         | 3,830,040         |
| Policy, Finance and Development       | 258,000           |
| Service Delivery                      | <u>7,153,330</u>  |
|                                       | <u>11,241,370</u> |
| <br><u>Financing 2015/16</u>          | <br><u>£</u>      |
| Unsupported Borrowing (paragraph 2.1) | 7,129,810         |
| Major Repairs Reserve (paragraph 2.2) | 1,185,000         |
| Government Grants (paragraph 2.3)     | 143,000           |
| Capital Receipts (paragraph 2.4)      | 18,500            |
| Earmarked Reserves (paragraph 2.5)    | 833,200           |
| Revenue Contribution                  | 1,871,040         |
| Waste Bid Grant                       | <u>60,820</u>     |
|                                       | <u>11,241,370</u> |

The capital submissions have been prioritised against Capital Programme Assessment Criteria.

#### 2. Capital Controls and Resources

##### 2.1 Prudential Guidelines

The principle behind the Prudential Guidelines is that local authorities are free to borrow what they need to finance the capital programme so long as it is within the limits expressed by certain indicators and that the revenue effect of the cost of borrowing is affordable in future years. Some of this borrowing may be “supported” in that allowance is made for the revenue implications within the Revenue Support Grant (RSG).

There is no support for borrowing within the 2015/16 RSG settlement. Consequently, the total borrowing required to finance the 2015/16 capital programme is unsupported but considered affordable.

## 2.2 Major Repairs Reserve

Under the Housing self-financing arrangements contributions to the Major Repairs Reserve now have to come directly from the revenue income collected within the Housing Revenue Account (HRA) that the Council will now be able to retain. It is estimated that the Major Repairs Reserve will be fully utilised in 2014/15 leaving the balance at 31 March 2015 as zero. The HRA Business Plan allows for the level of contribution to the Major Repairs Reserve required in order that housing stock can be maintained according to the capital programme.

## 2.3 Other Capital Grants and Contributions

In 2015/16 resources from capital grants included a contribution of £143,000 towards the cost of Disabled Facilities Grants.

## 2.4 Capital Receipts

The proportion of capital receipts that may be used to finance capital expenditure in 2015/16 is generally as follows:

|                |      |   |
|----------------|------|---|
| Housing        | 25%  | (Based on RTB numbers included in DCLG Business Plan) |
| Other Services | 100% |   |

Additionally, once HM Treasury and the Council have taken their appropriate share of the sale proceeds any amount left over can be retained by the Council to use to fund replacement affordable housing. The increase in Right to Buy (RTB) discounts appear to be increasing enquiries and ultimately sales.

It is forecast that the Council will receive around £63,000 of receipts from RTB which they will be required to spend on new housing by September 2017. Under the "1-4-1" replacement housing agreement between the Council and the Government these receipts can only fund up to 30% of the cost of this housing. Therefore, a further £147,000 will need to be found either from the Council's own funds or through an outside partner. A further report will be brought to a future meeting of the Policy, Finance and Development Committee to discuss how Members wish to proceed. In the 2015/16 Capital Programme the Council has allocated £300,000 from its Regeneration Reserve to investigate new housing initiatives.

The capital programme assumes usage of £18,500 of capital receipts for 2015/16.

## 2.5 Balances and Movements on Capital Reserves

Full details of the balances and movements on the capital reserves can be found at Appendix 4.

### HOUSING REVENUE ACCOUNT

#### **1 SUMMARY**

The Housing Revenue Account includes and expenditure associated with the Council's function as a social housing landlord. The items that can be debited and credited to the account are determined by statute

|  | 2013/14        | 2014/15<br>Budget | 2014/15<br>Revised<br>Budget | 2015/16<br>Estimate | 2016/17<br>Estimate | 2017/18<br>Estimate | 2018/19<br>Estimate |
|--|----------------|-------------------|------------------------------|---------------------|---------------------|---------------------|---------------------|
|  | £              | £                 | £                            | £                   | £                   | £                   | £                   |
| <b>EXPENDITURE</b>                       |                |                   |                              |                     |                     |                     |                     |
| Management                               | 1,206          | 1,308             | 1,441                        | 1,546               | 1,458               | 1,494               | 1,532               |
| Repairs and maintenance                  | 1,074          | 1,292             | 1,297                        | 1,326               | 1,360               | 1,394               | 1,428               |
| Debt Management                          | 14             | 16                | 16                           | 16                  | 16                  | 17                  | 17                  |
| Depreciation                             | 749            | 1,157             | 1,157                        | 1,185               | 1,215               | 1,245               | 1,276               |
| Provision for Bad Debts                  | 28             | 50                | 50                           | 89                  | 128                 | 119                 | 109                 |
| <b>Gross Expenditure</b>                 | <b>3,071</b>   | <b>3,823</b>      | <b>3,961</b>                 | <b>4,162</b>        | <b>4,177</b>        | <b>4,269</b>        | <b>4,362</b>        |
| <b>INCOME</b>                            |                |                   |                              |                     |                     |                     |                     |
| Rents                                    | (4,772)        | (5,046)           | (5,039)                      | (5,121)             | (5,028)             | (5,170)             | (5,317)             |
| Charges for Services and Facilities      | (156)          | (110)             | (127)                        | (139)               | (195)               | (199)               | (204)               |
| <b>Gross Income</b>                      | <b>(4,928)</b> | <b>(5,156)</b>    | <b>(5,166)</b>               | <b>(5,260)</b>      | <b>(5,223)</b>      | <b>(5,369)</b>      | <b>(5,521)</b>      |
| Interest payable                         | 539            | 539               | 539                          | 589                 | 586                 | 611                 | 611                 |
| Interest Receivable                      | (16)           | (15)              | (15)                         | (15)                | (12)                | (14)                | (23)                |
| Revenue Contribution to Capital          | 8              | 919               | 931                          | 1,871               | 464                 | 0                   | 0                   |
| Transfers to/(from) Reserves             | 455            | 0                 | 0                            | 0                   | 0                   | 0                   | 0                   |
| Total Capital Charges and Appropriations | 986            | 1,443             | 1,455                        | 2,445               | 1,038               | 597                 | 588                 |
| (Surplus)/Deficit for the Year           | <b>(871)</b>   | <b>110</b>        | <b>250</b>                   | <b>1,347</b>        | <b>(8)</b>          | <b>(503)</b>        | <b>(571)</b>        |
| <b>Opening Balances</b>                  |                |                   |                              |                     |                     |                     |                     |
| Housing Revenue Account                  | (1,026)        | (1,897)           | (1,897)                      | (1,647)             | (300)               | (308)               | (811)               |
| Major Repairs Reserve                    | (445)          | (1,012)           | (1,012)                      | 0                   | 0                   | 0                   | (32)                |
| Regeneration Reserve                     | (500)          | (500)             | (500)                        | (500)               | (200)               | (200)               | (200)               |
| Bad Debt Provision                       | (96)           | (85)              | (85)                         | (135)               | (224)               | (352)               | (471)               |
| <b>Closing Balances</b>                  |                |                   |                              |                     |                     |                     |                     |
| Housing Revenue Account                  | (1,897)        | (1,787)           | (1,647)                      | (300)               | (308)               | (811)               | (1,382)             |
| Major Repairs Reserve                    | (1,012)        | (264)             | 0                            | 0                   | 0                   | (32)                | (65)                |
| Regeneration Reserve                     | (500)          | (500)             | (500)                        | (200)               | (200)               | (200)               | (200)               |
| Bad Debt Provision                       | (85)           | (135)             | (135)                        | (224)               | (352)               | (471)               | (580)               |

## **Service Statistics**

|                             | <u>2013/14</u> | <u>2014/15</u> | <u>2015/16</u> | <u>2016/17</u> | <u>2017/18</u> | <u>2018/19</u> |
|-----------------------------|----------------|----------------|----------------|----------------|----------------|----------------|
| Average Number of Dwellings | 1,251          | 1,243          | 1,235          | 1,231          | 1,229          | 1,225          |
| Housing Rent                |                |                |                |                |                |                |
| Rent per dwelling           | 76.98          | 76.91          | 78.65          | 80.22          | 82.63          | 85.11          |
| Unpooled Service Charge     | 1.30           | 1.35           | 1.38           | 1.42           | 1.45           | 1.49           |
| <b>Total Rent</b>           | <b>78.28</b>   | <b>78.26</b>   | <b>80.03</b>   | <b>81.64</b>   | <b>84.08</b>   | <b>86.60</b>   |
| Rent per standard garage    | 5.91           | 6.10           | 6.24           | 6.39           | 6.55           | 6.72           |

## **2 Specific Charges**

In addition to Dwelling Rents the HRA makes charges for other associated services offered to tenants. It is proposed that these increase by 2.26 % which is inline with rent increases.

|  | <b>2014/15<br/>Current<br/>Charge</b> | <b>2015/16<br/>Proposed<br/>Charge</b> |  |  |
|--|---------------------------------------|--|--|--|
|  | <b>£</b>                              | <b>£</b>                               |  |  |
| <b><u>Garage Spaces</u></b>  |                                       |  |  |  |
| 48 Week Basis  | 3.58                                  | 3.66                                   |  |  |
| 52 Week Basis  | 3.30                                  | 3.38                                   |  |  |
| <b><u>Lock up Garages</u></b>  |                                       |  |  |  |
| 48 Week Basis  | 6.61                                  | 6.76                                   |  |  |
| 52 Week Basis  | 6.10                                  | 6.23                                   |  |  |
| <b><u>Caretaking Charge (Lower Rate)</u></b>                         |                                       |  |  |  |
| 48 Week Basis  | 2.86                                  | 2.92                                   |  |  |
| 52 Week Basis  | 2.64                                  | 2.69                                   |  |  |
| <b><u>Caretaking Charge (Higher Rate)</u></b>                        |                                       |  |  |  |
| 48 Week Basis  | 5.71                                  | 5.84                                   |  |  |
| 52 Week Basis  | 5.27                                  | 5.39                                   |  |  |
| <b><u>Heating and Hot Water Charges<br/>in Sheltered Schemes</u></b> |                                       | Increase for<br>2014/15                |  |  |
|  |                                       | %                                      |  |  |
| Chartwell House, Oadby   |                                       | 2.26                                   |  |  |
| Marriott House, Oadby  |                                       | 2.26                                   |  |  |
| William Peardon Court, Oadby   |                                       | 2.26                                   |  |  |



### **3 CAPITAL PROGRAMME**

The councils housing capital programme covers improvements to the housing stock and works to meet the 'Decent Homes' target.

2013/14 saw the Council move to a 'whole unit refurbishment' strategy when implementing major replacement programmes. The Boulter Crescent Estate was chosen as the first of these due to its age, built around 1972, and because it has not been part of the current replacement programme which is now drawing to an end.

| <b>Scheme Description</b>                 | <b>2013/14<br/>Actual</b> | <b>2014/15<br/>Budget</b> | <b>2014/15<br/>Revised<br/>Budget</b> | <b>2015/16<br/>Budget</b> | <b>2016/17<br/>Estimates</b> | <b>2017/18<br/>Estimates</b> |
|---|---------------------------|---------------------------|---------------------------------------|---------------------------|------------------------------|------------------------------|
|   | £'000                     | £'000                     | £'000                                 | £'000                     | £'000                        | £'000                        |
| Boulter Crescent Whole Unit Refurbishment | 399                       | 2,760                     | 2,783                                 | 3,447                     | 920                          | 0                            |
| Central Heating                           | 23                        | 100                       | 390                                   | 0                         | 0                            | 0                            |
| Kitchens and bathrooms                    | 28                        | 0                         | 0                                     | 0                         | 0                            | 0                            |
| Heating Ventilation and Insulation        | 0                         | 75                        | 114                                   | 0                         | 0                            | 0                            |
| Front and Rear Doors                      | 0                         | 75                        | 75                                    | 0                         | 0                            | 0                            |
| Decent Homes Work                         | 46                        | 50                        | 79                                    | 0                         | 0                            | 0                            |
| Car Hardstandings                         | 0                         | 20                        | 50                                    | 0                         | 0                            | 0                            |
| Major Adaptations                         | 138                       | 120                       | 123                                   | 0                         | 0                            | 0                            |
| Fire Safety Work                          | 4                         | 10                        | 41                                    | 0                         | 0                            | 0                            |
| CCTV Scheme                               | 0                         | 30                        | 0                                     | 30                        | 0                            | 0                            |
| Subsidence Work                           | 0                         | 0                         | 4                                     | 0                         | 0                            | 0                            |
| Software up grade                         | 8                         | 60                        | 37                                    | 53                        | 0                            | 0                            |
| Grant for Social Housing                  | 0                         | 0                         | 160                                   | 0                         | 0                            | 0                            |
| New Housing Initiatives                   | 0                         | 0                         | 0                                     | 300                       | 0                            | 0                            |
| Stock Condition Work - unprogrammed       | 0                         | 0                         | 0                                     | 0                         | 1,589                        | 1,213                        |
| <b>Total Housing Capital Programme</b>    | <b>646</b>                | <b>3,300</b>              | <b>3,856</b>                          | <b>3,830</b>              | <b>2,509</b>                 | <b>1,213</b>                 |
| <b>Funding</b>                            |                           |                           |                                       |                           |                              |                              |
| Major Repairs Reserve                     | 638                       | 1,905                     | 2,169                                 | 1,185                     | 1,186                        | 1,213                        |
| Revenue Contribution to Capital           | 8                         | 974                       | 931                                   | 2,068                     | 1,323                        | 0                            |
| Earmarked Capital Reserves                | 0                         | 0                         | 160                                   | 0                         | 0                            | 0                            |
| Regeneration Reserve                      | 0                         | 0                         | 0                                     | 300                       | 0                            | 0                            |
| Borrowing                                 | 0                         | 421                       | 596                                   | 277                       | 0                            | 0                            |
| <b>Total Funding</b>                      | <b>646</b>                | <b>3,300</b>              | <b>3,856</b>                          | <b>3,830</b>              | <b>2,509</b>                 | <b>1,213</b>                 |

## 4 HOUSING REVENUE ACCOUNT BUDGET BACKGROUND CONSIDERATIONS FOR CAPITAL PROGRAMME 2014/15 INCLUDING THREE-YEAR FORWARD FINANCIAL FORECAST TO 2017/18

### BACKGROUND CONSIDERATIONS

This provides commentary on the background considerations and key issues on which the draft budget and forward forecast have been prepared. It also summarises the overall financial position. The structure of this commentary is as follows:

1. Basis for preparation of the draft budget and forward forecast.
2. Rent Policy
3. Changes in Stock Levels
4. Treasury Management
5. HRA Capital Programme
6. Other budget considerations
7. Summary of variances from previous budget forecast

#### 1. Basis for preparation of the draft budget and forward forecast

The revenue budget for 2015/16 and forward financial forecast gives an assessment of the costs of delivering current levels of service but anticipates where reductions in costs may be necessary as a consequence of funding changes e.g. Supporting People.

The budget and forward financial forecast have been prepared against the background of the Government's strategy to address the deficit in the national public finances and the continued economic difficulties that the country is facing. Aspects of the forecast that could be affected by these issues have been identified in the risk management implications in **Appendix No 5** and are mentioned, where appropriate, in the following commentary.

The budget and forward forecast assume the following pay awards

2015/16 2.2%  
2016/17 1.0%  
2017/18 1.0%

#### 2. Rent Policy

Since 2001, rents for social housing have been set based on a formula set by Government. Rents were increased each year by RPI + 0.5% plus an additional £2 where rents were below the Government set formula. It was originally planned that target rents would be reached by 2011/12 however due to Government attempts to keep rents affordable this was put back to 2015/16 by limiting some annual rent increases.

The Government announced a proposed revision to the policy for social rents during the spending round in June 2013. The headline change was for social rents to increase by CPI + 1% for the 2015/16 rent year and for the subsequent 10 years.

DCLG has subsequently consulted with the housing sector setting out that in addition to the change in the headline rate of rent increase, they (Government) are not minded to allow further rent convergence after the 2014/15 rent increase. However formula rents will continue to be calculated in order to measure the effect on the business plan of the new rent policy and its effects on the viability of the plan.

The move from RPI + 0.5% to CPI + 1% is unlikely to have a major impact on the business plan. In September 2014 CPI +1% equalled and increase of 2.26% for the year compared to RPI +0.5% which equalled 2.8% Previous assumptions built into the plan are for costs to increase by RPI (2.5%) and rent to increase by RPI + 0.5% (3%). Under the new regime, rents will increase by CPI + 1%. Therefore, if the council keeps costs to CPI + 0.5% there is no underlying change. This appears to be a reasonable aspiration.

In 2014/15, rents were on average £2.97 per property below convergence. The average rent in 2014/15 was £76.91 compared with a formula rent of £79.88. However, a number of properties did reach convergence in 2014/15. The 2014/15 business plan was based on all rents eventually reaching convergence. This is something which will now not take place if the governments current rent policy continues to be applied in future years.

The proposed rent increase for 2015/16 moves the average rent to £78.65 against a formula rent of £81.67. The business plan assumption in future years is that this gap of, on average £3.02 per week will not be made up over the lifetime of the plan and hence reduce investment capacity by over £200k per year from the time of convergence.

This assumes that there is no re-letting of properties to target rent after 2015/16 with all rents increasing by 3% per annum. However, if we include some re-letting activity to what would have been formula rent this will increase the rental income.

Overall, this does not impact on the viability of the plan with the capital needs of the current stock fully met. However, it will have a negative impact on the investment capacity.

The average rent rise for Oadby and Wigston tenants based on the new proposals will be 2.26% for 2015/16, with actual rent increases being in the range of £1.29 to £2.17 per week.

|              | <b>Current Weekly Rent</b> | <b>New Rent per week</b> | <b>Change Rent per week</b> | <b>Change</b> | <b>Property Type</b> |
|--------------|----------------------------|--------------------------|-----------------------------|---------------|----------------------|
|              | £                          | £                        | £                           | %             |                      |
| Highest Rent | 95.91                      | 98.08                    | 2.17                        | 2.26%         | 3 Bed House          |
| Lowest Rent  | 57.20                      | 58.49                    | 1.29                        | 2.26%         | Bedsit               |
| Average Rent | 76.91                      | 78.65                    | 1.74                        | 2.26%         |                      |

It should be noted that Local Authorities are not compelled to the new proposed social rent policy. However, a decision not to do so would not change the Government's position with regard to the self-financing settlement. i.e., if the Council chose to raise rents by a lower figure than that set out in the self-financing calculations, the Government would not reopen and change the self-financing debt settlement to reflect this and the cost of the decision would fall on the HRA.

### 3. Changes in Stock Levels

From 1 April 2014 the maximum discount was raised from £75,000 to £77,000 for those tenants who wished to exercise their right to buy (RTB). This has resulted in the increased sales from 2013/14 continuing through 2014/15. The Government has introduced arrangements that ensure that Council's do not suffer a financial penalty should this change in policy result in a greater number of RTBs than was assumed in the self financing strategy as a proportion of the sales can be retained to repay some of the debt incurred in the original self financing agreement.

Additionally once HM Treasury and the Council have taken their appropriate share of the sale proceeds any amount left over can be retained by the Council to use to fund replacement affordable housing. While it is difficult to accurately predict future sales, the sales to December 2014 have yielded a sum of £52,000 that can be used for this purpose. The rules set by the Government mean that this sum can only fund 30% of the cost of replacement housing so

£120,000 needs to be found from elsewhere. The funding of additional and replacement affordable housing is an option that the Council will take into consideration when finalising the budget proposals.

There is a risk that stock losses do not follow the pattern assumed in the budget and forecast. This could mean that either savings in costs are made ahead of time or that they are not made in time. The Council's Finance and Housing teams will monitor the developments in this area very closely.

#### 4. Treasury Management

The self-financing settlement involved the Council taking on £18.114m of borrowing. The interest costs on this borrowing consume a significant proportion of the HRA's resources and the management of these is therefore critical to the HRA budget. For 2015/16, in the interests of corporate efficiency, the Council is moving to a combined loans pool for both HRA and General Fund.

The 30 year business plan provides the repayment of HRA debt over its life. However, because resources are required in the early years of the plan to fund the demands of the asset management strategy, repayment cannot begin until 2020. The HRA debt is therefore structured to mature from year 2020 onwards.

Under the subsidy system the Government carried the risk of adverse movements in interest rates but under the self-financing regime it is the Council that carries this risk. To mitigate this risk the vast majority of the HRA's borrowing is for a fixed term at a fixed rate.

#### 5. HRA Capital Programme

The draft capital programme is funded from a combination of the major repairs allowance, revenue contributions to capital expenditure and the Regeneration Reserve. Borrowing will be restricted by the self-financing debt cap, of £21.769m.

The future levels of Major Repairs Allowance built into the draft capital programme are based upon the updated allowances used in the self-financing calculation. It reflects changes in inflation and stock numbers.

The capital programme will continue to balance the need to maintain decent homes and other priorities such as health and safety, aids and adaptations, sustainability, energy efficiency and meeting tenants' aspirations. To this end, a 30 year Asset Management Strategy is being prepared, and this links into the 30 year HRA Business Plan through the Regeneration Reserve. The Regeneration Reserve will initially be used to help plug any funding gap in the Capital Programme but could be used in later years to repay debt or fund other priorities such as new housing initiatives. Modelling the funding demands over the 30 year Asset Management Strategy against funding demonstrates that there is funding available for maintaining the Council's properties up to decent homes standard and further investment.

Contained within the capital programme for 2015/16 is £300,000 to allow the Council to actively investigate and propose new housing initiatives within the borough. This will be funded from the Regeneration Reserve.

The 30 Year Capital Programme will be finalised once the review of the Asset Management Strategy is completed and a revised programme will be presented at a future Committee.

#### 6. Other Budget Considerations

Universal Credit and Benefit Cap – Provision for Uncollectible Debts and Collection Costs

The provision for uncollectible debts at 31 March 2014 was £85,000. A provision for bad debts is made in respect of both former tenant arrears and current tenants and performance in this area has improved considerably in the past few years.

The introduction of the Universal Credit and the benefit cap from 2013/14 includes the direct payment of housing support to the tenant. Currently housing support is paid directly to the landlord, and the National Housing Federation, as well as many social landlords, is concerned that this change will lead to increased rent arrears. It has been estimated that such an initiative will lead to an increase in rent arrears of over 100% and this has been reflected in the budget.

Nevertheless, a pilot study already carried out by one large housing association identified significant additional transaction costs. In recognition of this additional impact of changing over to directly paying benefit to tenants it is planned that a budget will be established to pay for any extra transaction or collection costs arising from this change.

Six pilots for the Universal Credit have recently been completed and reports suggest that arrears levels in these pilots were between 10 and 20%. The Council is monitoring rent arrears closely and budget provision will be made to cover an increase in bad debts.

#### Supporting People Funding

There have been significant reductions in Supporting People (SP) funding over the last two years. Funding will continue until September 2015 when the agreement ends. This has been reflected in the 2015/16 Budget

#### General Fund Recharges

As part of challenging all budgets a review is taking place of the recharges between the General Fund and the HRA. These consist of recharges of a proportion of both support service costs and corporate management costs based on estimate of the split in costs between the General Fund and the Housing Revenue Account

#### Service Charges

Service charges for 2014/15 have been increased by 2.26%, which is the same increase as applied to housing rents, garage rents and other miscellaneous charges.

#### 30 year HRA Business Plan

Integral to the transition from the subsidy system to the self-financing regime, and underpinning both the self-financing debt calculation and Council HRA planning, has been the development of a 30 year business plan.

## Council Reserves at 31 March 2015

|  |   | Balance<br>1st April<br>2014<br>£'000 | Receipts<br>in Year<br>2014/15<br>£'000 | Used on<br>Revenue<br>in Year<br>2014/15<br>£'000 | Used on<br>Capital<br>in Year<br>2014/15<br>£'000 | Outturn<br>Balance<br>31st March<br>2015<br>£'000 | Restrictions in Use   |
|--|---|---------------------------------------|---|---|---|---|---|
| <b>General Fund Earmarked Reserves</b> |   |                                       |   |   |   |   |   |
| 80306 7360                             | Open Spaces S106                              | 527                                   | 220                                     |   | (132)   | 615   | S106 balances received for expenditure on parks and public open spaces  |
| 80306 7360                             | Capital Grants Received in Advance            | 33                                    |   |   |   | 33  | Grants received for specific purposes, that have not yet been used  |
| 80306 7360                             | Useable S106 Interest                         | 306                                   |   |   | (3)   | 303   | Interest received on S106 balances now used for their respective conditions   |
| 90005 7751                             | Useable Capital Receipts                      | 705                                   | 250                                     |   | (51)  | 904   | Receipts from sale of assets to be used on capital projects only  |
| 90006 7751                             | Capital Project                               | 24                                    | 10                                      | (10)  | (34)  | (10)  | Monies put aside specifically for use to fund capital projects  |
| 90007 7751                             | Contributions Unapplied Reserve               | 30                                    |   |   |   | 30  | Grants received for specific purposes, that have not yet been used  |
| 90008 7751                             | Software Implementation                       | 8                                     |   |   | (8)   | 0   | Monies put aside specifically for funding ICT software improvements   |
| 90017 7751                             | Contingency Reserve                           | 200                                   |   |   |   | 200   | To safeguard against budget risk and for one-off priming activities   |
| 90019 7751                             | Budget Carried Forward                        | 30                                    |   | (30)  |   | 0   | Authorised budget carry forwards from the year to be used in the next financial year  |
| 90023 7751                             | Operations                                    | 30                                    |   | (22)  |   | 8   | To provided as insurance against potential fluctuations in market pricing on the sale of recyclates   |
| 90024 7751                             | Plant and Machinery                           | 62                                    |   |   |   | 62  | Used to fund the purchase of replacement plant and machinery  |
| 90025 7751                             | Service Improvement                           | 50                                    |   |   | (26)  | 24  | Used to fund improvements in Council services to improve performance after corporate restructure and reductions in commensurate budgets                               |
| 90026 7751                             | Forums - Council Priority - <b>See Note 1</b> | 73                                    |   |   |   | 73  | Funding from New Homes Bonus to be used to fund the improvement of areas which are specific Council priorities in areas where developments take place                 |
| 90028 7751                             | Welfare Reform                                | 75                                    |   |   |   | 75  | Monies set aside to cover the additional costs of administration and recovery following the introduction of the local Council Tax Benefit scheme and Universal Credit |
| 90029 7751                             | Troubled Families                             | 24                                    |   | (24)  |   | 0   | Used to fund investment in the Troubled families programme  |
| 90030 7751                             | Income Profiling                              | 150                                   |   | (40)  |   | 110   | Protection against fluctuations in service income   |
| 90031 7751                             | Disabled Facilities                           | 7                                     |   |   | (7)   | 0   | Monies put aside specifically to fund Disabled Facilities Grants  |
| 90032 7751                             | European Regional Development Fund (ERDF)     | 150                                   |   |   | (135)   | 15  | Monies put aside specifically to provide matched funding for European Regional Development Fund schemes   |
| 90033 7751                             | Greening the Borough                          | 184                                   |   | (3)   |   | 181   | Resources available to improve the environment of the Borough and well-being of residents   |
| 90034 7751                             | Active Asset Management                       | 350                                   |   |   | (50)  | 300   | Funding for developing Business Enterprise Centres in the Borough   |
| 90035 7751                             | Recycling Improvement                         | 1,170                                 |   |   | (1,102)   | 68  | For the retention of a weekly service   |
| 90036 7751                             | Management of Change                          | 300                                   |   | (151)   | (52)  | 97  | For future organisational development   |
| 90037 7751                             | Budget Equilibrium                            | 200                                   | 300                                     | (102)   |   | 398   | To safeguard against changes in Council funding   |
|  |   |                                       |   |   |   |   |   |
|  | <b>Total</b>                                  | <b>4,688</b>                          | <b>780</b>                              | <b>(382)</b>                                      | <b>(1,600)</b>                                    | <b>3,486</b>                                      |   |
| <b>General Fund Grants</b>             |   |                                       |   |   |   |   |   |
| 90013 7751                             | Earmarked Grants                              | 542                                   |   |   |   | 542   | Proceeds of revenue grants and other external contributions that have not yet been used   |
| 90015 7751                             | HPDG  | 176                                   | 58                                      | (163)   |   | 71  | Contains the remaining proceeds of this Central Government funding for future housing and planning projects   |
| 90027 7751                             | Grounds Maintenance                           | 234                                   |   |   |   | 234   | This reserve holds a commuted lump sum received from a developer earmarked for the maintenance of a specific green space  |
|  | <b>Total</b>                                  | <b>952</b>                            | <b>58</b>                               | <b>(163)</b>                                      | <b>0</b>  | <b>847</b>  |   |
| <b>HRA</b>                             |   |                                       |   |   |   |   |   |
| 90009 7751                             | Major Repairs                                 | 1,012                                 | 1,157                                   |   | (2,169)   | 0   | Capital funding for the maintenance of the Council's housing stock  |
| 90011 7751                             | Regeneration Reserve                          | 500                                   |   |   |   | 500   | For regeneration of housing stock (within the HRA Business Plan)  |
|  | <b>Total</b>                                  | <b>1,512</b>                          | <b>1,157</b>                            | <b>0</b>  | <b>(2,169)</b>                                    | <b>500</b>  |   |
|  | <b>Grand Total</b>                            | <b>7,152</b>                          | <b>1,995</b>                            | <b>(545)</b>                                      | <b>(3,769)</b>                                    | <b>4,833</b>                                      |   |

**Note 1** To fund the main priorities of the Council in consultation with the local residents forums whose activities are reported later in this agenda

### Risk and Sensitivity Analysis for 205/16 and Forward Forecast to March 2019

The table below identifies the key financial risks and sensitivities that the Council faces over the period to March 2019. It highlights the assumptions to be made in the budget and forward forecast for the period, areas of possible divergence from these assumptions, the likelihood of an alternative outcome and the financial impact of such outcomes. It concludes by identifying the control mechanisms for each of the risks and sensitivities.

| Factor                            | Directly Controllable by OWBC? | Base Assumption  | Key Risks                                  | Likelihood of Different Outcome   | Financial Implications   | Controls and Mitigation   |
|-----------------------------------|--------------------------------|--|--|---|--|---|
| <b>Pay Inflation</b>              | Mainly not                     | 2.2% from January 2015 and 1% thereafter   | National settlement at higher level        | Difficult to project pay rises past 2015/16   | A 1% pay rise would equate to £60,000.   | Sufficient balances exist to cover pay increases                          |
| <b>Price Inflation</b>            | No                             | A 2.4% or the rate dictated contractually has been added to contracted services only | That price rises are greater than assumed. | The retail and consumer price indices for December 2014 were 0.5% and 1.6% respectively. However, these indices are not generally reflective of local government expenditure. | Greater price inflation would put pressure on the use of balances as funding is fixed. | Budgetary control, virements, Contingency Reserve and service adjustments |
| <b>National Financial Climate</b> | No                             | Cautious provision made  | Greater demand for services,               | Scope and depth of current  | Examples included in   | Budgetary control,  |

| <b>Factor</b>   | <b>Directly Controllable by OWBC?</b> | <b>Base Assumption</b>  | <b>Key Risks</b>   | <b>Likelihood of Different Outcome</b>                 | <b>Financial Implications</b>  | <b>Controls and Mitigation</b>   |
|---|---------------------------------------|---|--|--|--|--|
|   |                                       |   | reduced resources  | economic climate unknown                               | reports  | virements, Contingency Reserve and service adjustments   |
| <b>New Legislation: Localism Act<br/>New Homes Bonus<br/>Local Government Finance Act</b> | No                                    | Impacts of the Local Council Tax Support scheme, the local retention of business rates and New Homes Bonus have been included for 2015/16 | Increase in costs to ensure compliance                   | Unknown  | Unknown – dependent on the impact of the changes   | Constant monitoring, Contingency and other reserves, service adjustment                        |
| <b>Changed Council Priorities</b>   | Yes                                   | Budget strategy is linked to draft corporate plan   | Changes after budgets are set                            | If budget strategy and corporate plan are aligned, low | Cost of new priorities unknown at this stage   | Published plan   |
| <b>Level of Government Funding</b>  | No                                    | Overall reduction in Formula Grant included in budget for 2015/16. A further reduction of is expected in 2016/17                          | Lower grant level than expected                          | Funding levels beyond 2016/17 are unknown at present.  | Front loading of reductions in Government funding and uncertainties of levels of funding for future years. | Representation to Government, Increase in Council Tax, budget reduction and efficiency savings |
| <b>Local Development Framework</b>  | Partly                                | Budget provision has been made using Housing and Planning   | Potential for variation in cost of individual schemes or | Uncertain  | Currently funded as previously stated  | Budgetary control  |



| <b>Factor</b>                | <b>Directly Controllable by OWBC?</b> | <b>Base Assumption</b>   | <b>Key Risks</b>   | <b>Likelihood of Different Outcome</b>   | <b>Financial Implications</b>   | <b>Controls and Mitigation</b>  |
|------------------------------|---------------------------------------|--|--|--|---|---|
|                              |                                       | Delivery Grant   | changes in regulations   |  |   |   |
| <b>VAT Partial Exemption</b> | Partly                                | No immediate impact on budget                                      | Exceed 5% threshold and incur costs in irrecoverable VAT   | Low  | Additional cost dependent on extent to which the limit is exceeded  | Use of consultants for VAT advice, revise plans for delivery of scheme, use of reserves |
| <b>Capital/ Borrowing</b>    | Yes                                   | Effect of Prudential Borrowing on revenue positions                | Impact on revenue. Political risk/Member aspirations. Balance of investment and sustainability                   | Low  | Unknown   | CFO reporting to Council under statutory duty, Prudential Indicators                    |
| <b>Interest Rates</b>        | No                                    | Base rates of 0.5% have been used in 2015/16                       | Higher rates would impact on both the General Fund and HRA borrowing (adversely) and on investments (favourably) | High, given the uncertainties in the market especially because of the continuing global economic and fiscal difficulties | In the medium term the impact of a rise would be minimal as the majority of the Council's PWLB borrowing is fixed rate. | Adjust Treasury Management Strategy, budgetary controls, CIPFA controls in place        |
| <b>Investment Practice</b>   | Mostly                                | Counterparty list per approved annual Investment Strategy criteria | Counterparty default   | Low  | Potential loss of full amount invested and reduced investment income  | Investment Strategy, credit rating watch, use of consultants.                           |
| <b>Pension Contributions</b> | No                                    | Known increases in employers                                       | Market conditions and  | High   | Unknown but could be  | Forecast/forward strategy, liaison  |

| <b>Factor</b>  | <b>Directly Controllable by OWBC?</b> | <b>Base Assumption</b>   | <b>Key Risks</b>   | <b>Likelihood of Different Outcome</b>                  | <b>Financial Implications</b>                           | <b>Controls and Mitigation</b>   |
|--|---------------------------------------|--|--|---|---|--|
|  |                                       | contribution and actuarial strain payments included  | demand on the Pension Fund including those resulting from the new automatic enrolment and workplace pension reform |   | significant   | with Leicestershire County Council, monitoring interim evaluation results, agree stepped profile arrangements, policy on early retirement. |
| <b>Changes in Consumer Expectations/Demand</b>                           | No                                    | Budgets based on existing approved service levels.   | Potential loss of income or increase in expenditure to meet demand   | Medium, but risk potentially increased due to recession | Directly dependent on increases or reductions in demand | Consumer consultation and performance monitoring.  |
| <b>Demographic Population Growth</b>                                     | No                                    | Census report from July 2012. The effect of a 5% reduction in population on grant funding has been included. | Additional demand, insufficient resources  | Low   | Unknown but could have significant effect               | Knowledge of trends in local demography, housing/planning delivery strategy, budget adjustment, Council Tax income                         |
| <b>Interaction with Leicestershire County Council and other Partners</b> | Yes                                   | Financial support from Leicestershire County Council, Central Government and other organisations             | Adequacy of control/admin of partners, residual costs falling on Council as accountable body. Future budget        | Medium  | Unknown but could be significant                        | Financial Regulations, regular support services involvement  |

| <b>Factor</b>                           | <b>Directly Controllable by OWBC?</b> | <b>Base Assumption</b>   | <b>Key Risks</b>  | <b>Likelihood of Different Outcome</b>   | <b>Financial Implications</b>                                    | <b>Controls and Mitigation</b>  |
|---|---------------------------------------|--|---|--|--|---|
|   |                                       | and partners   | cuts proposed by the County Council from 2015/16 onwards.   |  |  |   |
| <b>Council Tax Level</b>                | Yes                                   | Council Tax Freeze Grant to be taken for 2014/15 and a 0% increase in Council Tax level to be set                                      | A high Council Tax could result in triggering a referendum. A lower Council Tax leads to pressure on funding existing services and on future Council Tax levels | Medium. A high Council Tax increase would lead to greater consumer resistance in this economic climate | 1% movement in Council Tax equates to £37,000 in net expenditure | Advice of Section 151 Officer, liaison with Members, balance between use of reserves and targeted efficiency savings  |
| <b>Savings and Efficiencies Targets</b> | Yes                                   | Savings and efficiencies have been included within the budget. For future years this will be managed through the transformation agenda | That savings and efficiencies are not delivered or are reduced by budget pressures  | Medium   | The extent to which targets are not met                          | Early identification of specific areas where savings will be made. Lean systems reviews, adjust budgets, ongoing monitoring of delivery of savings, use of reserves |
| <b>Failure in Budgetary Control</b>     | Yes                                   | Income and expenditure will be within budget   | Higher expenditure and lower income. External events  | Low, given budget monitoring processes.  | A 1% variance in net General Fund budget is equivalent to        | Budgetary Control, Virements, contingency   |

| <b>Factor</b> | <b>Directly Controllable by OWBC?</b> | <b>Base Assumption</b> | <b>Key Risks</b>        | <b>Likelihood of Different Outcome</b>              | <b>Financial Implications</b> | <b>Controls and Mitigation</b>           |
|---------------|---------------------------------------|------------------------|-------------------------|---|-------------------------------|--|
|               |                                       |                        | outside Council control | Impact of any significant unforeseen events unknown | 1.8% on the Council Tax       | provision, reserves, service adjustments |



|                |                         |                            |
|----------------|-------------------------|----------------------------|
| <b>Council</b> | <b>19 February 2015</b> | <b>Matter for Decision</b> |
|----------------|-------------------------|----------------------------|

Title: **Council Tax Setting 2015/16**

Author: **John Dickson – Chief Financial and Section 151 Officer**

**1 Introduction**

The purpose of this report is for the council to set the amount of council tax for its area in accordance with section 30 (2) of the Local Government Finance Act 1992, as amended by the Localism Act 2011.

Approval is sought for Oadby and Wigston Borough Council's net budget requirement of £6,468,574 and an associated Band D Council Tax in 2015/16 of £202.60.

**2 Recommendations**

- (1) That it be noted that under powers delegated to the Chief Financial Officer, the Council has calculated the amount of 16,698.90 as its Council Tax Base for the financial year 2015/16 in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012.
- (2) That the Council Tax Requirement for the Council's own purposes for 2015/16 is £3,383,197.
- (3) The following amounts be calculated by the Council for the year 2015/16 in accordance with sections 30 to 36 (as amended) of the Local Government Finance Act 1992
  - a) £19,518,098 being the aggregate of the amounts which the Council estimates for the items set out in section 31 A (2) of the Act.
  - b) £16,134,901 being the aggregate of the amounts which the Council estimates for the items set out in section 31 A (3) of the Act
  - c) £3,383,197 being the amount by which the aggregate at 3 (a) above exceeds the aggregate at 3 (b) above, calculated by the Council, in accordance with Section 31A (4) of the Act, as its Council Tax Requirement for the year.
  - d) £202.60 being the amount at 3(c) divided by the amount at (1) above, calculated by the Council, in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year.
  - e) Valuation Bands

| A      | B      | C      | D             | E      | F      | G      | H      |
|--------|--------|--------|---------------|--------|--------|--------|--------|
| £      | £      | £      | £             | £      | £      | £      | £      |
| 135.07 | 157.58 | 180.09 | <b>202.60</b> | 247.62 | 292.64 | 337.67 | 405.20 |

being the amounts given by multiplying the amount at 3(d) above by the number which, in the proportion set out in Section 5(1) of the Act, is applicable to dwellings listed in a particular valuation band divided by the number which in that proportion is applicable to dwellings listed in valuation Band D, calculated by the Council, in accordance with Section 36(1) of the Act, as the amounts to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- (4) That it is noted that for the year 2015/16, Leicestershire County Council, the Police and Crime Commissioner for Leicestershire and the Leicester, Leicestershire and Rutland Combined Fire Authority have stated the following amounts in precepts issued to the Council, in accordance with Section 40 of the Local Government Finance Act 1992, for each of the categories of the dwellings shown below.

#### **Precepting Authorities - Valuation Bands**

| Leicestershire County Council :-                    |        |        |                 |          |          |          |          |
|---|--------|--------|-----------------|----------|----------|----------|----------|
| A   | B      | C      | D               | E        | F        | G        | H        |
| £   | £      | £      | £               | £        | £        | £        | £        |
| 722.77  | 843.23 | 963.69 | <b>1,084.15</b> | 1,325.08 | 1,566.00 | 1,806.92 | 2,168.30 |
| Police and Crime Commissioner for Leicestershire :- |        |        |                 |          |          |          |          |
| A   | B      | C      | D               | E        | F        | G        | H        |
| £   | £      | £      | £               | £        | £        | £        | £        |
| 120.00  | 140.00 | 160.00 | <b>180.00</b>   | 219.99   | 259.99   | 299.99   | 360.00   |
| Leicestershire Fire Authority :-                    |        |        |                 |          |          |          |          |
| A   | B      | C      | D               | E        | F        | G        | H        |
| £   | £      | £      | £               | £        | £        | £        | £        |
| 40.29   | 47.00  | 53.72  | <b>60.43</b>    | 73.86    | 87.29    | 100.72   | 120.86   |

- (5) That having calculated the aggregate in each case of the amounts at 2(e) and 3 above, the Council, in accordance with Section 30(2) of the Local Government Finance Act 1992, hereby sets the following amounts as the amounts of Council Tax for the year 2015/16 for each of the categories of dwellings shown below:

#### **Valuation Bands**

| A        | B        | C        | D               | E        | F        | G        | H        |
|----------|----------|----------|-----------------|----------|----------|----------|----------|
| £        | £        | £        | £               | £        | £        | £        | £        |
| 1,018.13 | 1,187.81 | 1,357.50 | <b>1,527.18</b> | 1,866.55 | 2,205.92 | 2,545.30 | 3,054.36 |

### **3 Information**

Section 30 of the Local Government Finance Act 1992 requires the Council to set amounts of Council Tax at taxpayer level for each category of dwelling before 11 March in the preceding financial year. The major preceptors (Leicestershire County Council, the Police and Crime Commissioner for Leicestershire and the Leicester, Leicestershire and Rutland Combined Fire Authority) have set their Council Tax increases for 2015/16 at 1.99%.

However, Schedule 5 of the Localism Act amends the Local Government Finance Act 1992 to make provision for Council Tax referendums to be held in authorities that increase their Council Tax by an amount exceeding principles determined by the Secretary of State and agreed by Parliament. In a written ministerial statement on 18 December 2014 it was confirmed that the level of council tax increase above which authorities would have to hold a referendum would be 2% in 2015/16. This applies to district and unitary billing authorities, counties, fire authorities and police and crime commissioners.

The average Council Tax (Band D) for 2014/15 was £1,501.33 comprising Leicestershire County Council (LCC) precept of £1,063.00, Police and Crime Commissioner for Leicestershire (LPCC) precept of £176.48, Leicestershire Fire Authority (LFA) precept of £59.25 and the Borough Council levy of £202.60.

The table below shows the respective proportions year on year:-

|          | 08/09           |      | 09/10           |      | 10/11           |      | 11/12           |      |
|----------|-----------------|------|-----------------|------|-----------------|------|-----------------|------|
|          | £               | %    | £               | %    | £               | %    | £               | %    |
| L.C.C    | 1,007.85        | 71.4 | 1,037.07        | 71.4 | 1,063.00        | 71.4 | 1,063.00        | 71.4 |
| L.P.P.C  | 160.40          | 11.4 | 165.21          | 11.4 | 169.63          | 11.4 | 169.63          | 11.4 |
| L.F.A    | 49.83           | 3.5  | 51.82           | 3.5  | 53.38           | 3.6  | 53.38           | 3.6  |
| OWBC     | 192.84          | 13.7 | 198.63          | 13.7 | 202.60          | 13.6 | 202.60          | 13.6 |
| Total    | <u>1,410.92</u> |      | <u>1,452.73</u> |      | <u>1,488.61</u> |      | <u>1,488.61</u> |      |
|          | 12/13           |      | 13/14           |      | 14/15           |      | 15/16           |      |
| L.C.C    | 1,063.00        | 71.2 | 1,063.00        | 71.0 | 1,063.00        | 70.8 | 1,084.15        | 71.0 |
| L.P.P.C. | 173.87          | 11.6 | 173.87          | 11.6 | 176.48          | 11.8 | 180.00          | 11.8 |
| L.F.A    | 53.38           | 3.6  | 58.38           | 3.9  | 59.25           | 3.9  | 60.43           | 3.9  |
| OWBC     | 202.60          | 13.6 | 202.60          | 13.5 | 202.60          | 13.5 | 202.60          | 13.3 |
| Total    | <u>1,492.85</u> |      | <u>1,497.85</u> |      | <u>1,501.33</u> |      | <u>1,527.18</u> |      |

Under Section 65 of the Local Government Finance Act 1992, the Council is required to consult National Non Domestic Ratepayers, within the area of the borough, on proposed revenue and capital expenditure for the financial year 2015/16.

As the Council is unable to influence the amount that the commercial sector is required to pay in business rates, it is difficult to make this consultation meaningful. By forwarding details of the proposed budget to the Leicester Chamber of Commerce and the Federation of Small Businesses for circulation amongst their members, who constitute a cross section of all sizes and types of businesses, this obligation has been met for 2015/16. Any feedback arising will be reported to the Council meeting.

Although the information contained in this report was accurate at the time of writing not all the major precept bodies had formally approved their Council Tax. Should there be any changes to the figures in this report Members will be informed at the meeting.

Email: [paul.loveday@oadby-wigston.gov.uk](mailto:paul.loveday@oadby-wigston.gov.uk)

Tel: **0116 257 2750**

| <b>Implications</b> |  |
|---------------------|--|
| Financial           | These are included within the main body of the report. |

|            |  |
|------------|--|
| Risk       | CR1 Scarce Financial Resources: Risk has been assessed and appropriate measures have been built into these budget proposals. |
| Equalities | Existing EIA should be reviewed to ensure adequate consideration of equality duties.   |
| Legal      | An annual legislative requirement as to council tax setting  |





|                |                         |                            |
|----------------|-------------------------|----------------------------|
| <b>Council</b> | <b>19 February 2015</b> | <b>Matter for decision</b> |
|----------------|-------------------------|----------------------------|

Title: **Members Allowance Scheme 2015/16**

Author: **Kalv Garcha – Head of Corporate Resources**

**1 Introduction**

This report asks Council to consider and adopt a Members Allowance Scheme for 2015/16 based on the recommendations of the Independent Remuneration Panel. The Council is required to have regard for the Panel’s report each year.

**2 Recommendations**

**2.1** That Members adopt the Members Allowance Scheme as recommended by the Independent Remuneration Panel

**3 Information**

Attached at Appendix 1 is the report of the Independent Remuneration Panel recommending a Members Allowance Scheme for the Council for the 2015/16.

The report builds on work undertaken by the Independent Remuneration Panel over the past two years by providing further information to the Council about the relationship of the current scheme to comparable councils.

The report proposes minor changes to the existing scheme and provides details of the work carried out by the Panel over the past year, with a view to proposing a revised scheme in April 2016.

Email: [ian.dobson@oadby-wigston.gov.uk](mailto:ian.dobson@oadby-wigston.gov.uk) Tel: **(0116) 257 2604**

**Background Papers:- Report of the Independent Remuneration Panel – 21.2.13 & 29.4.14**

| <b>Implications</b> |  |
|---------------------|--|
| Financial (PL)      | The Members Allowance Scheme as proposed is within the budget set aside for 2014/15  |
| Risk                | CR1: Decreasing Financial Resources  |
| Equalities (KG)     | No significant implications  |
| Legal (KG)          | The Council has a duty to consider the advice of the Independent Remuneration Panel in determining the Members Allowances. |

**Members' Allowances Review**  
**for**  
**Oadby and Wigston Borough Council**

**Report of the**  
**Independent Remuneration Panel**

Feb 2015

## SUMMARY OF RECOMMENDATIONS

The Panel makes the following RECOMMENDATIONS:

- a) Special Responsibility Allowances (SRA) be agreed as set out in Column 2 of the following Table:

|   | Col 1 - Existing (£) | Col 2 – Proposed (£) |
|---|----------------------|----------------------|
| Leader of the Council   | 7310                 | 7310                 |
| Deputy Leader of the Council<br>* halved where shared   | 2430*                | 2430*                |
| Leader of the Opposition Group  | 2430#                | 2430#                |
| Chairman of Policy, Finance & Development, Service Delivery, Development Control                  | 3450                 | 3450                 |
| Vice Chairman of Policy, Finance & Development, Service Delivery, Development Control             | 1150                 | 1150                 |
| Chairman of Council (Mayor)   | 3040                 | 3040                 |
| Vice Chairman of Council (Deputy Mayor)   | 910                  | 910                  |
| Chairman of Licensing & Regulatory Committee  | 2430                 | 2430                 |
| Vice Chairman of Licensing & Regulatory Committee   | 800                  | 800                  |
| Member of Development Control Committee (other than Chairman or Vice Chairman)                    | 240                  | 240                  |
| Generic Task Group Chairman Allowance (pro rata if the Group disbands)                            | N/A                  | 1000                 |
| Customer Service Task Group Chairman  | 1000                 | N/A                  |
| Community Engagement Group Chairman   | 1000                 | 1000                 |
| Waste Task Group Chairman   | 1000                 | N/A                  |
| Children and Young People Forum Chairman  | 1000                 | 1000                 |
| Greening of the Borough Working Group Chairman  | 1000                 | N/A                  |
| Community Safety Partnership Chairman (where it is a Member of the Council)                       | 1000                 | 1000                 |
| Place Shaping Working Group Chairman  | 1000                 | 1000                 |
| Health and Wellbeing Board Chairman   | 1000                 | 1000                 |
| Residents Forum Chairman  | 1000                 | 1000                 |
| Members Standards Complaints – Adjudication Panel (up to 4 hours*, over 4 hours** per attendance) | 50* or 100**         | 50* or 100**         |
| Member of Licensing Panel (up to 4 hours*, over 4 hours** per attendance)                         | 30* or 60**          | 30* or 60**          |
| Member of Internal Interview Panel (up to 4 hours*, over 4 hours** per attendance)                | 50* or 100**         | 50* or 100**         |
| Representative on Outside Body (up to 4 hours*, over 4 hours** per attendance)                    | 30* or 60**          | 30* or 60**          |

### Table of Special Responsibility Allowance Payments

- b) The Members Allowance Scheme included at Appendix A to this report be adopted, to be effective for the period 20 May 2015 until 9 May 2016.

- c) The Guidance for Use of Delegated Power by the Chief Executive in respect of Members' Conferences, Seminars and Meetings, attached at Appendix A (Schedule 3), be adopted as part of the Scheme.
- d) The Council note the results of the Panel's continuing benchmarking exercise against comparable local authorities.

## **INTRODUCTION**

The Local Authorities (Members' Allowances) (England) Regulations 2001, requires Local Authorities to establish and maintain an Independent Remuneration Panel (IRP). The Local Authorities (Members' Allowances) (England) Regulations 2003, placed additional responsibilities on the role of the Panel.

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

### **Membership of the Panel**

The Panel comprises of the following individuals;-

|                    |   |
|--------------------|---|
| Mr Laurie Faulkner | - Magistrate and retired Head of Business Development at De Montfort University |
| Mr David Wood      | - Local Resident and Post Office Manager  |
| Mr John Whiting    | - Local Resident and Retired Tax Inspector                                      |

### **Process of the Review**

The Panel has addressed the requirements of the Regulations in drawing up the recommendations for the Council's 2015/2016 scheme.

The Panel continued to build on data in respect of its long term aim to rebalance the scheme to increase the basic allowance following a full review of the Scheme as reported in September 2013 and supplemented in April 2014. The review had sought to rebalance the Scheme to produce a more transparent and simplified structure. Further analysis carried out by the Panel since the last report in April 2014 is set out in the body of this report.

The Panel recommends the adoption of the attached Scheme for the 2015/16 municipal year, which remains broadly the same as that agreed by the Council in April 2014, with the exception of a generic Task Group allowance which has been included in the Scheme due to the time limited and flexible nature of these Groups. The Scheme has also been updated to reflect the removal of Councillors entitlement to enrol in the Local Government Pension Scheme.

## History

To recap, a benchmarking exercise identified that the current structure of the Scheme sets the basic allowance lower than that of many other comparable local authorities. It also highlighted that a number of Schemes adopted by other comparable local authorities were simpler, with fewer different bandings of special responsibility allowances. Consequently, the report of the Independent Remuneration Panel considered by the Council in September 2013 proposed two options for a Members Allowance Scheme. These can be summarised as 1) a rebalanced Scheme within the existing budget or 2) a re-adoption of the existing scheme with some minor rounding of allowances. The Council resolved to re-adopt the existing Scheme in line with recommendation 2.

In the report considered in September 2013, Recommendation 1 reduced the total number of bandings from thirteen to five, which made the scheme more transparent and much simpler to understand from the perspective of the public. This is due to the rationalisation of some inconsistencies contained within the scheme following the cumulative impact of minor changes made over a number of years.

Work carried out prior to the report in September 2013 analysed and adjusted the levels of special responsibility allowances, reducing the number of bandings of special responsibility allowances and removing some attendance allowances. The effect of this reduced the spread of allowances paid to individual councillors.

Since the initial proposals, the Panel has been mindful of continued financial pressure faced by the Council and on public spending in general. The Panel also acknowledges that the Council had expressed a view that it was not appropriate to remodel the scheme against a backdrop of budgetary constraints and cuts in local authority spending. In the circumstances, the Panel recommends no change to the existing Scheme in 2015/16 with the exception of the inclusion of a generic allowance for Task Groups that were set up following a governance review in April 2014. The purpose of a generic allowance supports the time limited nature of the Task Groups and allows flexibility within the Scheme for this model of governance.

The scheme for 2015/16 incorporates, at Appendix A (Schedule 3), Guidance for the use of Delegated Powers by the Chief Executive, in order to support the Chief Executive in using the discretionary powers granted to him in December 2011 (referred to at paragraph 4(4) in the Scheme).

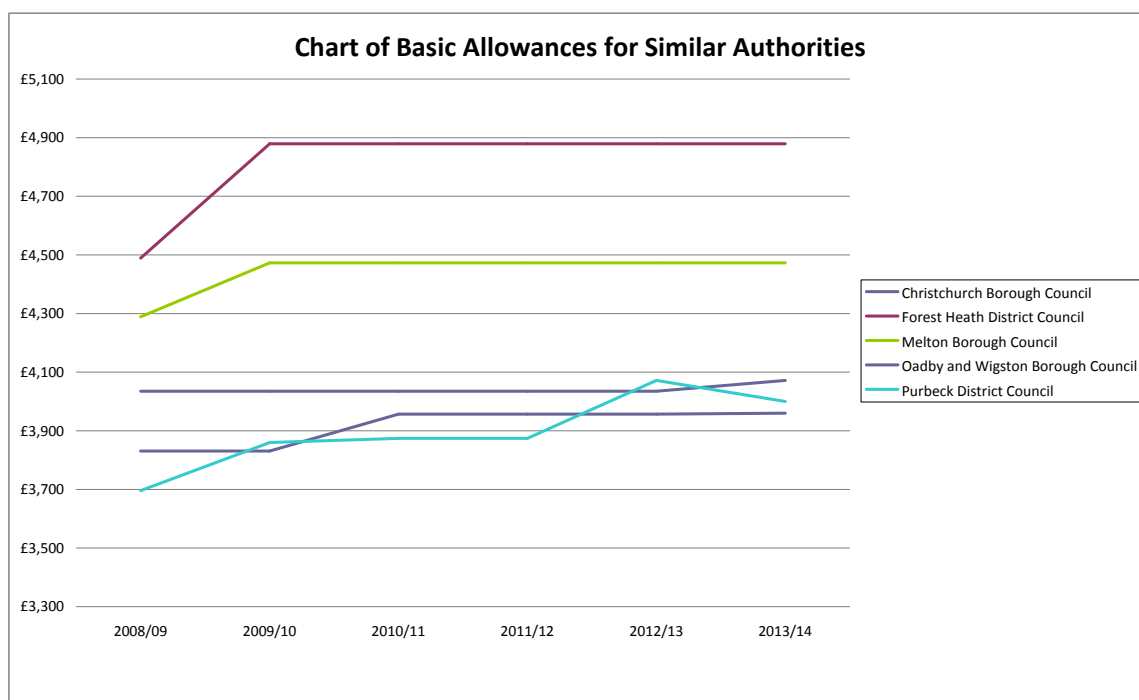
### **2015/16 Scheme – Work Since April 2014**

The Panel's has continued to carry out benchmarking of the current structure against other comparable local authorities to provide the Council with more information to support a rebalanced scheme for future years.

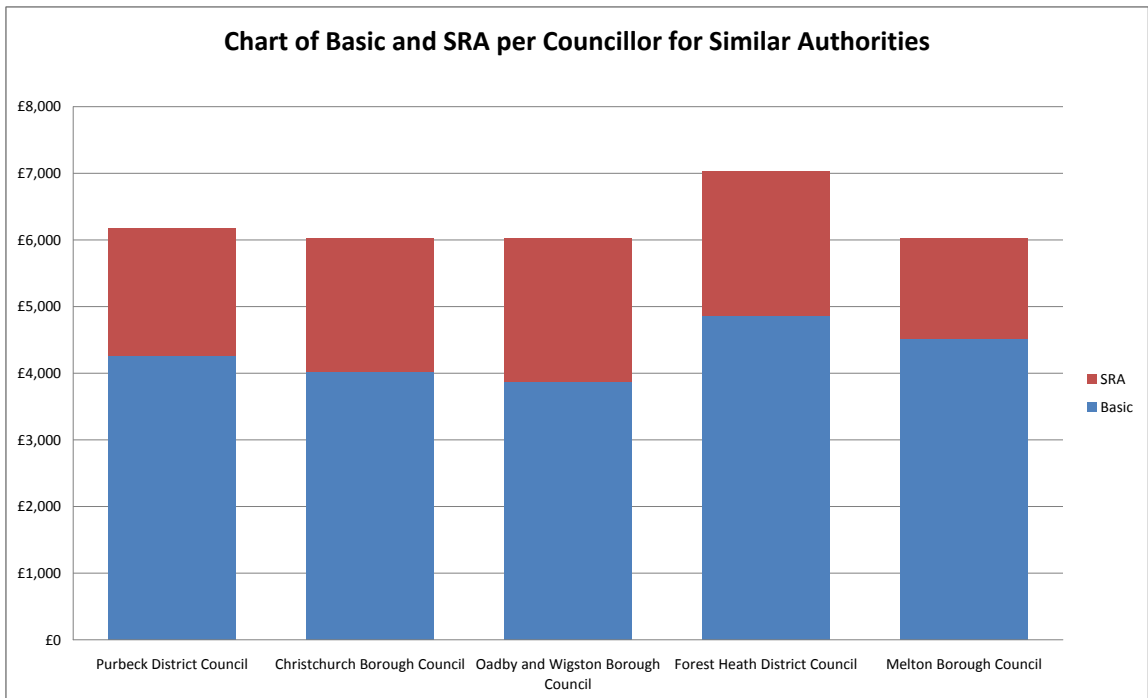
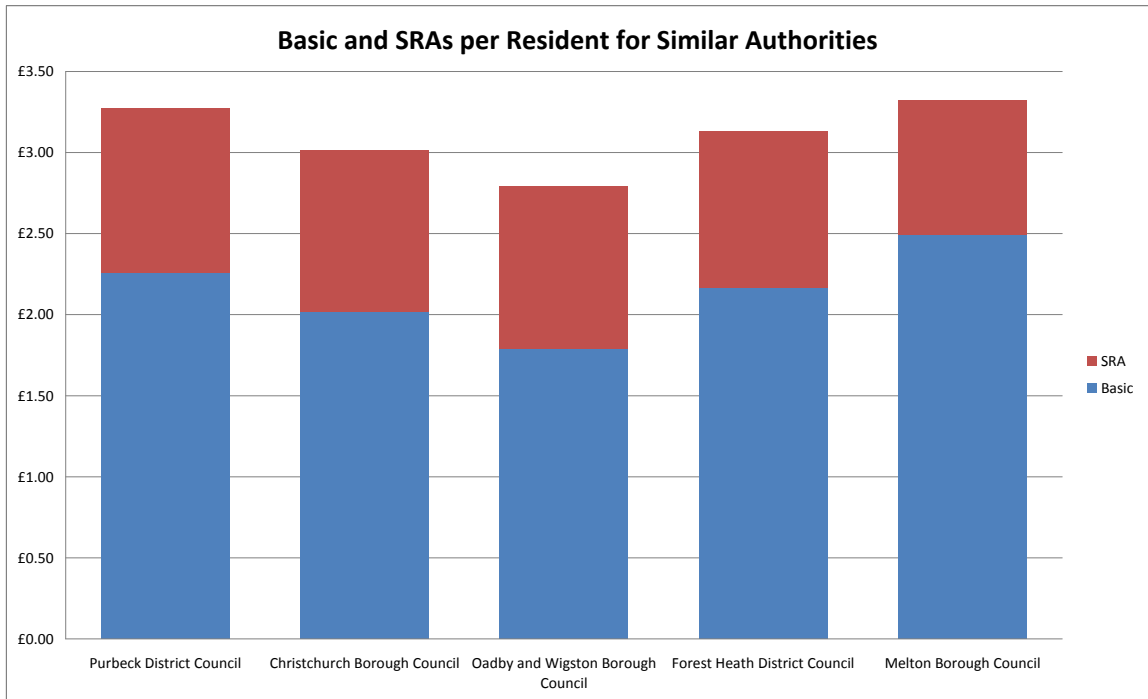
In a similar way to last year, data was collected from a cluster of fourth option local authorities which is set out in table 1 below:

| <b>TABLE 1</b>                    |                   |                    |
|-----------------------------------|-------------------|--------------------|
| <b>Name</b>                       | <b>Population</b> | <b>Councillors</b> |
| Purbeck District Council          | 45,289            | 24                 |
| Christchurch Borough Council      | 47,987            | 24                 |
| Oadby and Wigston Borough Council | 56,103            | 26                 |
| Forest Heath District Council     | 60,735            | 27                 |
| Melton Borough Council            | 50,770            | 28                 |
| Averages                          | 52,177            | 26                 |

Analysis of historical payments going back several years of basic allowances across the cluster continue to show that Oadby and Wigston Borough Council has been consistently lower than average. See chart below:



Further analysis based on the Scheme cost per resident and cost per councillor using data for 2013/14 was a useful measure and the results are shown in the chart below. It was noted that while the special responsibility allowance was close to that of the other authorities in the cluster, the basic allowance, once again, was much lower than average. This supports the Panel's long term view to increase the basic allowance by adjusting other special responsibility allowances, given that it may be undesirable to increase the total budget in view of ongoing spending restrictions. It should be noted however that it is the Panel's belief that the principles in the proposed remodelled Scheme provide the flexibility to respond to a wide range of budgetary variations. This would allow modelling of the scheme on an increased or reduced overall budget.



## Feedback From Political Group Leaders

The Panel invited Political Group Leaders to give feedback in relation to key principles proposed by the Panel to assist with the consolidation work that will take place during 2015/16 and report to Council in April 2016 with a revised proposal. The Panel acknowledges the feedback and is of the view that the majority of the points raised by Political Group Leaders can be addressed within the principles of a rebalanced scheme through an increase to the basic allowance. Responses have been sent directly to Group Leaders where feedback was provided.

**Future Workplan**

The Panel intends to consolidate work since September 2013 to propose a rebalanced scheme in the next report to the Council in respect of the 2016/17 scheme.



### **OADBY AND WIGSTON BOROUGH COUNCIL SCHEME OF MEMBERS' ALLOWANCES - 2015/2016**

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 20 May 2015 to 9 May 2016.
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 2016.

#### **Basic Allowance**

3. Subject to paragraph 6, a Basic Allowance of **£3960** 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) Councillors be permitted to claim no more than one Main Chairman's allowances and up to two Vice Chairman's allowances. A Councillor be permitted to claim no more that two 'Group Chairman' allowances. Main Chairmen are precluded from claiming a Group Chairman allowance. 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 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 25<sup>th</sup> 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.

**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:-

|  |              |
|--|--------------|
| Leader of the Council  | 7310         |
| Deputy Leader of the Council<br>* halved where shared  | 2430*        |
| Leader of the Opposition Group   | 2430#        |
| Chairman of Policy, Finance & Development, Service Delivery, Development Control                     | 3450         |
| Vice Chairman of Policy, Finance & Development, Service Delivery, Development Control                | 1150         |
| Chairman of Council (Mayor)  | 3040         |
| Vice Chairman of Council (Deputy Mayor)  | 910          |
| Chairman of Licensing & Regulatory Committee   | 2430         |
| Vice Chairman of Licensing & Regulatory Committee  | 800          |
| Member of Development Control Committee (other than Chairman or Vice Chairman)                       | 240          |
| Generic Task Group Chairman Chariman (pro rata if Group disbands)                                    | 1000         |
| Community Engagement Group Chairman  | 1000         |
| Children and Young People Forum Chairman   | 1000         |
| Greening the Borough Working Group Chairman  | 1000         |
| Community Safety Partnership Chairman (where it is a Member of the Council)                          | 1000         |
| Place Shaping Working Group Chairman   | 1000         |
| Health and Wellbeing Board Chairman  | 1000         |
| Residents Forum Chairman   | 1000         |
| Members Standards Complaints – Adjudication Panel<br>(up to 4 hours*, over 4 hours** per attendance) | 50* or 100** |
| Member of Licensing Panel<br>(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**  |

#pro-rata based on the total membership of groups where applicable

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

## 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)

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

### **Introduction**

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

### **Guidelines**

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

# Agenda Item 17



|                |                         |                            |
|----------------|-------------------------|----------------------------|
| <b>Council</b> | <b>19 February 2015</b> | <b>Matter for Decision</b> |
|----------------|-------------------------|----------------------------|

Title: **Pay Policy Statement 2015/2016**

Author: Kalv Garcha, Head of Corporate Resources

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## 1 Introduction

The Localism Act 2011 required every local authority to produce and publish a Pay Policy Statement for each financial year from 2012/13.

This report sets out the Council's draft Pay Policy Statement for the coming financial year 2015/2016.

## 2 Recommendations

That members approve the Pay Policy Statement for 2015/2016

Once approved by the full Council, this policy statement will come into immediate effect, superseding the 2014/2015 Pay Policy Statement, and will be subject to review in accordance with the relevant legislation prevailing at that time, currently annually.

## 3 Pay Policy Statement

The Council is committed to transparency and fairness in its pay and remuneration of all its employees. The Localism Act requires the Council to produce an annual policy statement that covers a number of matters concerning the pay of the Council's staff; namely its Chief Officers and the Authority's lowest paid employees. This pay policy statement meets the requirements of the Localism Act 2011 and takes account of the guidance issued by Secretary for Communities and Local Government "Openness and Accountability in Local Pay: Guidance under Section 40 of the Localism Act".

The pay policy statement is attached at **Appendix A**. The Council's current salary pay grades are also attached at **Appendix B**. In accordance with the Council's commitment to openness and transparency, its Senior Officer pay scales are available on the Council's website, identifying those Officers whose earnings exceed £58,200.

Section 77 of the Equality Act 2010 introduces limits to the enforceability of "secrecy clauses" that some employers use to restrict discussion about pay packages and differentials. This does not mean secrecy clauses are completely unlawful, instead it will make them unenforceable against employees who make a relevant pay disclosure. If an employer takes action against an employee for



making or seeing to make such a disclosure or for receiving information as a result of a disclosure, the employee may make a victimisation claim under section 27 alongside s39(3) or (4) of the Equality Act 2010.

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| <b>Implications</b> |   |
|---------------------|---|
| Financial (PL)      | CR1 Scarce Financial Resources: The implications of the pay policy are incorporated within revenue budgets. |
| Risk (KG)           | CR4 – Reputation Damage, CR6 – Regulatory Governance & CR8 – Organisational /Transformational change        |
| Equalities (KG)     | Promotes transparency and should prohibit pay disparities.  |
| Legal (KG)          | Adherence to legislation and policies will prevent challenge to the Council                                 |

**OADBY AND WIGSTON BOROUGH COUNCIL**

**Pay Policy Statement 2015/2016**

**1. Introduction**

- 1.1 Oadby and Wigston Borough Council recognises that remuneration at all levels needs to be adequate to secure and retain high quality employees dedicated to the service of the public. However, in the context of managing scarce public resources with ever decreasing funds and further spending cuts to be made, such remuneration needs to avoid being unnecessarily generous or otherwise excessive.
- 1.2 It is important that local authorities are able to determine their own pay structures in order to address local priorities and to compete in the local labour market.
- 1.3 In particular, it is recognised that senior management roles in local government are complex and diverse functions in a highly politicised environment where often national and local pressures conflict. The Council's ability to continue to attract and retain high calibre leaders capable of delivering this complex agenda, particularly during times of financial challenge, is crucial if the Council is to retain its current high performance levels.

**2. Legislation**

- 2.1 Section 38/11 of the Localism Act 2011 requires local authorities to produce a Pay Policy Statement for each financial year thereafter, by the 31 March.
- 2.2 In determining the pay and remuneration of all of its employees, the Council will comply with all relevant employment legislation. This includes the Equality Act 2010, Part Time Employment (Prevention of Less Favourable Treatment) Regulations 2000, The Agency Workers Regulations 2010, The Fixed Term Employment (Prevention of Less Favourable Treatment) Regulations 2002, and where relevant, the Transfer of Undertakings (Protection of Employment) Regulations 2006.
- 2.3 With regard to the equal pay requirements contained within the Equality Act 2010, the Council ensures there is no pay discrimination in its pay structures and that all pay differentials are objectively justified through the use of an equality-proved job evaluation mechanism, which directly relates salaries to the requirements, demands and responsibilities of the role.
- 2.4 The Localism Act 2011 and supporting statutory guidance provides details of matters that must be included in this statutory pay policy but also emphasises that each local authority has the autonomy to take its own decisions on pay and pay policies.
- 2.5 The format of this policy statement was approved by the full Council in April 2012 and is subject to review in accordance with the relevant legislation prevailing at that time, currently annually.

**3. Scope**

- 3.1 This Pay Policy Statement includes a policy on:-
  - (a) The level and elements of remuneration for each Chief Officer;
  - (b) The remuneration of the lowest paid employees;
  - (c) The relationship between the remuneration of Chief Officers and other officers; and
  - (d) Other specific aspects of Chief Officer remuneration, fees and charges and other discretionary payments.

3.2 Remuneration in this context is defined widely to include not just pay but also charges, fees, allowances, benefits in kind, increases in enhancements of pension entitlements and termination payments.

#### 4. Senior Pay

4.1 In this policy the senior pay group covers posts in the top three tiers of the Council. These include the Chief Executive, the Director of Services and Heads of Service.

4.2 The numbers in the above posts are as follows:-

Chief Executive (1)  
Director (1)  
Heads of Service (2)

There is currently 1 Head of Service post that is an interim post and the statutory role of the Chief Financial Officer (S151 Officer) is also an interim post.

4.3 The policy for each group is as follows:-

#### 4.4 Chief Executive

(a) The Chief Executive's pay is a locally agreed Chief Executive Pay Grade and is currently in the following range:-

|                 |        |                   |
|-----------------|--------|-------------------|
| Chief Executive | C1 - 3 | £85,993 - £94,575 |
|-----------------|--------|-------------------|

(b) This salary was approved by Full Council and no additional bonus, performance, honoraria or ex gratia payments have been made.

(c) Salary is subject to annual cost of living increases agreed by Joint Negotiating Committee for Chief Officers (JNC) for Local Authority Chief Executives national conditions.

#### 4.5 Director of Service

(a) The Director post has been evaluated externally and independently under the HAY Job Evaluation Scheme and the pay grade is currently in the following range:-

|          |        |                   |
|----------|--------|-------------------|
| Director | D4 – 6 | £74,967 - £79,373 |
|----------|--------|-------------------|

(b) This salary was approved by Full Council and no additional bonus, performance, honoraria or ex gratia payments have been made.

(c) Salary is subject to annual cost of living increases agreed by Joint Negotiating Committee for Chief Officers (JNC) for Local Authority Chief Executives national conditions.

#### 4.6 Heads of Service

(a) The Heads of Service jobs have been evaluated using the Greater London Provincial Council Job Evaluation Scheme and the Management Levels 1-4 were agreed locally and are currently within the following range:-

|                  |                         |                   |
|------------------|-------------------------|-------------------|
| Heads of Service | Management Levels 1 – 4 | £47,427 - £66,430 |
|------------------|-------------------------|-------------------|

- (b) Salary is subject to annual cost of living increases agreed by the National Joint Committee (NJC) for Local Authority Services.

#### 4.8 Additional fees

- (a) Special fees are paid for Returning Officer duties with regards to fulfilling Borough Election duties which on average is £2.5k. This does not form part of the post holder's substantive role and these fees are payable as required and can be made to any senior officer appointed to fulfil the statutory duties of this role. The Returning Officer is an officer of the Borough Council who is appointed under the Representation of the People Act 1983. The role of the Returning Officer involves and incurs personal responsibility and accountability and is statutorily separate from duties as an employee of the Borough Council, hence the additional remuneration which is paid. As Returning Officer, the employee is paid a separate allowance for each election for which they are responsible.

#### 5. Lowest paid employees

- 5.1 The lowest paid employees on the pay structure are currently paid at Band 1, Scale Points 6 – 10, £13,614 - £14,338 as a full time equivalent basic rate. These are in line with the recommendations outlined in the national guidance from the Local Government Association.
- 5.2 There are currently four employees on Band 1 and each of these is paid at Scale Point 10, £14,338 (on a pro rata basis), which equates to an hourly rate of £7.43, having reached the top of Band 1 as a result of being with the Council for several years respectively.
- 5.3 However, on 15 March 2013, Councillors resolved to implement the National Minimum Living Wage. The National Minimum Living Wage, calculated by the Centre for Research in Social Policy, is distinct from the National Minimum Wage. It focuses on the wage rate that is necessary to provide workers and their families with a basic but acceptable standard of living. The minimum standard of living is socially defined and is often intrinsically linked to other social goals such as the fulfilment of care responsibilities. The impact on employment or the effects on employers is given little if any consideration by this figure.
- 5.4 Following appropriate consultation, the National Minimum Living Wage was implemented in September 2013. As at 3 November 2014, the National Minimum Living Wage has been set at £7.85 per hour, an increase of 2.6% on the 2013 rate and 21% higher than the national minimum wage of £6.50 per hour. Those employees currently on Band 1, whose ordinary salary falls below the National Minimum Living Wage, are therefore paid the difference between their hourly rate and the National Minimum Living Wage rate as a supplement to their salary, on a pro rata basis.
- 5.5 As noted, the National Minimum Living Wage is set externally by an independent third party, and this is reviewed in November each year. The Council does not have any input in the rate at which the National Minimum Living Wage is set, but nevertheless has committed to paying it to the lowest paid employees.
- 5.6 The Council also operates an apprenticeship programme that is designed to give young people the opportunity to gain a relevant qualification through study and on the job training. The training opportunities afforded to individuals through the apprenticeship programme are not directly comparable to other positions filled by employees within the Council. These apprentices are employed under the Government's national minimum wage legislation dependent on their age (which is over and above the apprentice minimum wage, currently as of October 2014 is £2.73 per hour).

## 6. Pay Structure

- 6.1 The pay structure for all employees except the Chief Executive, Director of Services and Heads of Service is established using NJC for Local Authorities Services National Pay Spine. Please see **Appendix B** for a copy of the Council's current pay structure.
- 6.2 All posts bar that of the Chief Executive and Director of Services are evaluated using the Greater London Provincial Council Job Evaluation Scheme, which is recognised by employers and trades unions nationally. This Scheme allows for robust measurement against set criteria resulting in fair and objective evaluations and satisfies equal pay requirements.
- 6.3 Job evaluation is an on-going process and where it is identified there are changes in duties or anomalies the post will be re-evaluated to ensure consistency and equality.
- 6.4 Job evaluation has been carried out in partnership with the Trade Unions and involving employees at all levels from across the Council. Every post on the establishment has been evaluated and ranked using the Greater London Provincial Council Scheme (Green Book employees) and Hay (Chief Officers and Chief Executive). Both schemes were approved at the full Council meeting in December 2003.
- 6.5 Following the outcome of the rank order exercise, a new pay and grading structure was designed, agreed and adopted by full Council on 23 February 2006. Full implementation was achieved in May 2006 and backdated to 1 April 2005. Thereafter all following new or altered jobs have been evaluated by the same scheme.
- 6.6 Progression within the band for all staff is subject to satisfactory performance on 1 April each year, provided that the employee has completed a minimum of 6 months service when an increment is awarded up to the maximum of the band. If the employee has not completed 6 months service, the increment will be payable in the employee's 6<sup>th</sup> month with the Council subject to satisfactory performance.

## 7. Payments/Charges and Contributions

- 7.1 From April 2014, there have been significant changes to the Local Government Pension Scheme.
- 7.2 All employees automatically become a member of the Local Government Pension Scheme subject to an option out of the scheme. They will automatically be enrolled onto the "main scheme", where they meet the qualifying criteria.
- 7.3 The amount of contribution payable by an employee in the "main scheme" will depend upon their actual salary received, rather than a full time equivalent. This means that part-time employees would only pay against their actual gross salary per annum and would not be expected to pay the higher rate of their full time equivalent. The amounts which are payable are shown in the table below:-

| <b>EMPLOYEE CONTRIBUTIONS</b>       |   |      |
|-------------------------------------|---|------|
| Up to £13,500                       | - | 5.5% |
| More than £13,501 and up to £21,000 | - | 5.8% |
| More than £21,001 and up to £34,000 | - | 6.5% |

|                                       |   |       |
|---------------------------------------|---|-------|
| More than £34,001 and up to £43,000   | - | 6.8%  |
| More than £43,001 and up to £60,000   | - | 8.5%  |
| More than £60,001 and up to £85,000   | - | 9.9%  |
| More than £85,001 and up to £100,000  | - | 10.5% |
| More than £100,001 and up to £150,000 | - | 11.4% |
| More than £150,001                    | - | 12.5% |

- 7.4 As an alternative to the “main scheme”, employees have the option to enrol onto the “50/50 scheme”. If they opt to join the “50/50 scheme” then, rather than making the full contributions as set out above, they will only have to contribute one half of what they ordinarily would in the “main scheme”; however, the Council continues to pay a full contribution as though the employee were in the “main scheme”. This will obviously reduce the amount of contributions made by the employee to their pension which will have an effect on the overall value of the benefits due to them under the Local Government Pension Scheme (LGPS) when they retire. Members of the LGPS can switch between the main scheme and 50/50 scheme at any time and the appropriate form to do so can be obtained from HR.
- 7.5 Under the 2014 regulations of the LGPS, employees who meet the qualifying criteria will automatically be enrolled into the scheme and can only opt out when they have become an active member. Employees who elect to opt out of the scheme, must obtain a form to opt out directly from Leicestershire County Council (the scheme providers). The Council cannot opt any employees out of the scheme under the new ruling, nor can it provide the form to do so.
- 7.6 The Council makes employer’s contributions into the scheme; the current rate is 22.5% of the whole time salary.
- 7.7 Employees who are not automatically enrolled onto the 2014 scheme because they did not meet the qualifying criteria, can elect to join the scheme at any time by requesting a membership form from HR. The membership will be effective from the next payroll date.
- 7.8 Employees who had already opted out of the scheme on or after the Council’s staging date, 1 April 2014 will automatically be enrolled under the 2014 ruling on 1 October 2017. This is the final date in which the Council is able to postpone auto-enrolment. Once an employee has become an active member of the LGPS they can still choose to opt out as per the process set out above.
- 8. Multipliers**
- 8.1 Publishing the pay ratio of the organisation’s top earner to that of its lowest paid earner and median earner has been recommended to support the principles of Fair Pay (Will Hutton, 2011) and transparency.
- 8.2 In the context of the Council’s payroll the Chief Executive, who is the top earner in the Council, currently earns £94,575 per annum. This is 4.4 times the average earnings in the Council (which is £21,530, based on the 2015/16 salary budget) and 6.6 times the lowest earner, which is £14,338 per annum (excluding the supplemental payment in respect of the National Minimum Living Wage).
- 8.3 These multipliers will be monitored each year within the Pay Policy Statement.

## **9. Discretionary Payments**

- 9.1 The policy for the award of any discretionary payments is the same for all staff regardless of their pay level. The following arrangements apply:

‘Redundancy payments under regulation 5 of the Local Government (Early Termination of Employment) (Discretionary Compensation) (England & Wales) Regulations 2006.’

- 9.2 The Council has based redundancy payment calculations on an unrestricted week’s pay but using the statutory age and service related redundancy scale to determine the number of weeks to be used in the calculation. This is payable to employees made redundant with 2 or more years local government service.

- 9.3 Severance payments under regulation 6

Redundancy – The Council has not elected to pay any additional discretionary compensation in excess of the redundancy payment.

- 9.4 Regulation 18 of the Local Government Pension Scheme (Benefits, Membership & Contributions) Regulations 2007 – Requirements as to time of payment (Flexible Retirement)

The Council had agreed to consider applying discretion when a scheme member who is over 55 reduces their hours and/or grade and wishes to receive their accrued pension benefits without having retired from employment. However, under the changes to the Local Government Pension Scheme which came into effect from 1 April 2014, the employee will be advised that early retirement will have an adverse effect on their entitlement to benefits due under the Scheme, and such benefits will be significantly reduced. Under the 2014 Regulations, employees will only be entitled to full benefits under the LGPS when they have reached state pension age.

- 9.5 No additional membership for revision purposes under regulation 12 of the Local Government Pension Scheme (Benefits, Membership & Contributions) Regulations 2007 is awarded.

- 9.6 No additional pension under regulation 13 of the Local Government Pension Scheme (Benefits, Membership & Contributions) Regulations 2007 is awarded.

## **10. Decision Making**

- 10.1 Decisions on remuneration are made as follows:-

- (a) Chief Executive Officer local pay level approved by Full Council;
- (b) Pay structure for all other posts approved by Full Council.

## **11. Disclosure**

- 11.1 This Pay Policy Statement is published on the Council’s website. In addition, details of all staff paid above £58,200 as defined in line with the Code of Recommended Practice for Local Authorities on Data Transparency published in September 2011, are as follows:-

Chief Executive  
Director of Services

**12. Review - Heads of Service salary review**

- 12.1 The Heads of Service (HOS) salaries were reviewed and approved at Policy, Finance and Development Committee on 4 February 2014. The aim of undertaking the review of the HOS pay and grading structure was to ensure that the Council is able to establish a pay and grading structure for senior management posts which reflects the current position and one that mirrors the aspirations of the Council to meet the future challenges.
- 12.2 Also, in addition to the above the Council reviewed the standby and emergency call out arrangements in agreement with trade unions to consider the sustainability and efficiency of the current way in which this service was being provided. Prior to the review of this service, three members of staff were rotated on a weekly basis, receiving £413.83 for each completed week on standby. This review introduced a new way of delivering the service, to ensure cost savings and more effective ways of delivering the service. The review introduced an external provider, Service 24, who primarily acts as a call centre, whereby emergency calls are received, monitored and appropriately diverted.

**13. Performance related pay**

- 13.1 There are no performance related pay schemes in place.

**14. Equality and Diversity**

- 14.1 This Pay Policy Statement will assist the Council to monitor remuneration across the Council and provide a fair system which avoids discrimination.

For further information please contact:-  
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2014/15 SALARY PAY GRADES

Appendix B

|   | SCP                       | 1st April 2014 | Hourly Rate | 1st January 2015 | Hourly Rate |        |       |
|---|---------------------------|----------------|-------------|------------------|-------------|--------|-------|
|   |                           | £              | £           | £                | £           |        |       |
| N<br>J<br>C<br><br>f<br>o<br>r<br><br>L<br>o<br>c<br>a<br>l<br><br>G<br>o<br>v<br>e<br>r<br>n<br>m<br>e<br>n<br>t<br><br>E<br>m<br>p<br>l<br>o<br>y<br>e<br>e<br>s<br><br>(<br>G<br>r<br>e<br>e<br>n<br><br>B<br>o<br>o<br>k<br>) | <b>Band 1</b>             | 6              | 12,614      | 6.54             | 13,614      | 7.06   |       |
|   |                           | 7              | 12,915      | 6.69             | 13,714      | 7.11   |       |
|   |                           | 8              | 13,321      | 6.90             | 13,871      | 7.19   |       |
|   |                           | 9              | 13,725      | 7.11             | 14,075      | 7.30   |       |
|   |                           | 10             | 14,013      | 7.26             | 14,338      | 7.43   |       |
|   |                           | <b>Band 2</b>  | 11          | 14,880           | 7.71        | 15,207 | 7.88  |
|   |                           |                | 12          | 15,189           | 7.87        | 15,523 | 8.05  |
|   |                           |                | 13          | 15,598           | 8.08        | 15,941 | 8.26  |
|   |                           |                | 14          | 15,882           | 8.23        | 16,231 | 8.41  |
|   |                           |                | 15          | 16,215           | 8.40        | 16,572 | 8.59  |
|   |                           | <b>Band 3</b>  | 15          | 16,215           | 8.40        | 16,572 | 8.59  |
|   |                           |                | 16          | 16,604           | 8.61        | 16,969 | 8.80  |
|   |                           |                | 17          | 16,998           | 8.81        | 17,372 | 9.00  |
|   |                           |                | 18          | 17,333           | 8.98        | 17,714 | 9.18  |
|   |                           | <b>Band 4</b>  | 18          | 17,333           | 8.98        | 17,714 | 9.18  |
|   |                           |                | 19          | 17,980           | 9.32        | 18,376 | 9.52  |
|   |                           |                | 20          | 18,638           | 9.66        | 19,048 | 9.87  |
|   |                           |                | 21          | 19,317           | 10.01       | 19,742 | 10.23 |
|   |                           | <b>Band 5</b>  | 22          | 19,817           | 10.27       | 20,253 | 10.50 |
|   |                           |                | 23          | 20,400           | 10.57       | 20,849 | 10.81 |
|   |                           |                | 24          | 21,067           | 10.92       | 21,530 | 11.16 |
|   |                           |                | 25          | 21,734           | 11.27       | 22,212 | 11.51 |
|   |                           | <b>Band 6</b>  | 26          | 22,443           | 11.63       | 22,937 | 11.89 |
|   |                           |                | 27          | 23,188           | 12.02       | 23,698 | 12.28 |
|   |                           |                | 28          | 23,945           | 12.41       | 24,472 | 12.68 |
|   |                           |                | 29          | 24,892           | 12.90       | 25,440 | 13.19 |
|   |                           | <b>Band 7</b>  | 30          | 25,727           | 13.33       | 26,293 | 13.63 |
|   |                           |                | 31          | 26,539           | 13.76       | 27,123 | 14.06 |
|   |                           |                | 32          | 27,323           | 14.16       | 27,924 | 14.47 |
|   |                           |                | 33          | 28,127           | 14.58       | 28,746 | 14.90 |
|   |                           | <b>Band 8</b>  | 34          | 28,922           | 14.99       | 29,558 | 15.32 |
|   |                           |                | 35          | 29,528           | 15.31       | 30,178 | 15.64 |
|   |                           |                | 36          | 30,311           | 15.71       | 30,978 | 16.06 |
|   |                           |                | 37          | 31,160           | 16.15       | 31,846 | 16.51 |
|   |                           | <b>Band 9</b>  | 38          | 32,072           | 16.62       | 32,778 | 16.99 |
|   |                           |                | 39          | 33,128           | 17.17       | 33,857 | 17.55 |
|   |                           |                | 40          | 33,998           | 17.62       | 34,746 | 18.01 |
|   |                           |                | 41          | 34,894           | 18.09       | 35,662 | 18.48 |
|   |                           | <b>Band 10</b> | 42          | 35,784           | 18.55       | 36,571 | 18.96 |
|   |                           |                | 43          | 36,676           | 19.01       | 37,483 | 19.43 |
|   |                           |                | 44          | 37,578           | 19.48       | 38,405 | 19.91 |
|   |                           |                | 45          | 38,422           | 19.92       | 39,267 | 20.35 |
|   |                           |                | 46          | 39,351           | 20.40       | 40,217 | 20.85 |
|   | Locally agreed Mgt Grades | <b>Band 11</b> | 47          | 40,254           | 20.86       | 41,140 | 21.32 |
|   |                           |                | 48          | 41,148           | 21.33       | 42,053 | 21.80 |
|   |                           |                | 49          | 42,032           | 21.79       | 42,957 | 22.27 |
| Locally agreed Mgt Grades   | <b>Management Level 1</b> | Level a        | 46,406      | 24.05            | 47,427      | 24.58  |       |
|   |                           | Level b        | 47,352      | 24.54            | 48,394      | 25.08  |       |
|   |                           | Level c        | 48,298      | 25.03            | 49,361      | 25.59  |       |
|   |                           | Level d        | 49,249      | 25.53            | 50,332      | 26.09  |       |
| Locally agreed Mgt Grades   | <b>Management Level 2</b> | Level 2        | 55,000      | 28.51            | 56,210      | 29.14  |       |
|   | <b>Management Level 3</b> | Level 3        | 60,000      | 31.10            | 61,320      | 31.78  |       |
|   | <b>Management Level 4</b> | Level 4        | 65,000      | 33.69            | 66,430      | 34.43  |       |
| Hay salary grades   | <b>Director D4-6</b>      | D4             | 73,497      | 38.10            | 74,967      | 38.86  |       |
|   |                           | D5             | 75,657      | 39.22            | 77,170      | 40.00  |       |
|   |                           | D6             | 77,817      | 40.33            | 79,373      | 41.14  |       |
| Hay salary grades   | <b>Chief Executive</b>    | C1             | 85,933      | 44.54            | 85,933      | 44.54  |       |
|   |                           | C2             | 89,673      | 46.48            | 89,673      | 46.48  |       |
|   |                           | C3             | 94,575      | 49.02            | 94,575      | 49.02  |       |

# Agenda Item 18



|                |                         |                            |
|----------------|-------------------------|----------------------------|
| <b>Council</b> | <b>19 February 2015</b> | <b>Matter for Decision</b> |
|----------------|-------------------------|----------------------------|

Title: **Bell Street, Wigston**

Author: Mark Hall - Chief Executive

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## 1. Information

- 1.1 This report is being presented to Council due to the need to act expediently following a meeting of the County Council's Oadby & Wigston Highways Forum on 27<sup>th</sup> January 2015 where actions were agreed in relation to Bell Street, Wigston.
- 1.2 The meeting discussed the success of the town centre public realm improvements which have been jointly funded by Leicestershire County Council, Borough Council and European Development Fund.
- 1.3 The new town centre public realm scheme was launched in December 2014 and focuses on Bell Street as the retail heart of the town. A key element of how successful the scheme will ultimately be is the potential of full pedestrianisation. Historically Bell Street has been pedestrianised between the hours of 10am and 4pm every day when a removable bollard should be locked into place.
- 1.4 This arrangement is increasingly proving to be impossible to regulate, manage and enforce resulting in motorists illegally driving down Bell Street and parking. The new public realm works and street furniture are now regularly being damaged and there is a real risk to public safety.
- 1.5 The Highways Forum agreed that the possibility of full pedestrianisation should now be considered prior to a report being presented to the next meeting of the Highways Forum in July 2015. A member site visit will take place in the near future. The County Council, as the highways authority, is the only body that can introduce full pedestrianisation, the Borough Council has no direct power in this area.
- 1.6 On that basis it was agreed that the Chief Executive should request that Council grant him delegated authority to be used in consultation with the members of the Highways Forum to implement any measures that could result in the possibility of the full pedestrianisation of Bell Street. The Borough Council will need to work collaboratively with the County Council if it is to have any possibility of achieving this

## 2. Recommendations

- a. The Council grants the Chief Executive delegated authority, in consultation with the members of the Highways Forum, to take any reasonable measures that could result in the full pedestrianisation of Bell Street working with the County Council
- b. That the Council allocates an initial sum of up to £10,000 from reserves in order to progress this.

Email: [mark.hall@oadby-wigston.gov.uk](mailto:mark.hall@oadby-wigston.gov.uk) Tel: 0116 257 2600

**Background Papers:- none**

| <b>Implications</b> |  |
|---------------------|--|
| Financial           | Allocation of £10k from reserves.                                |
| Risk                | CR1; Decreasing Financial Resources.                             |
| Equalities          | No significant implications.                                     |
| Legal               | It is essential that the correct legal processes are adhered to. |

# Agenda Item 19a

**MINUTES OF A MEETING OF THE DEVELOPMENT CONTROL COMMITTEE HELD AT THE COUNCIL OFFICES, WIGSTON ON THURSDAY 11 DECEMBER 2014, COMMENCING AT 7.00 P.M.**

**IN ATTENDANCE:**

L A Bentley – Chair  
Mrs L M Broadley – Vice Chair

Councillors: F Broadley, D Carter, D Gamble, B Dave, R Eaton Mrs J Gore, Mrs S Haq, J Kaufman, Mrs L Kaufman, R Morris and Mrs S Morris and Mrs H Loydall

Officers in Attendance: T Carey, A Court, S Dukes, C Forrett and J Guazzaroni

Others in Attendance: Ms P McConnell, Mr S Gastzowicz, Mr A Parr and Mr G Gresham.

| Min Ref    | Narrative   | Officer Resp |
|------------|---|--------------|
| <b>46.</b> | <b><u>APOLOGIES FOR ABSENCE</u></b><br><br>Apologies received from Councillors G Boulter and M Charlesworth   |              |
| <b>47.</b> | <b><u>DECLARATIONS OF SUBSTITUTIONS</u></b><br><br>None.  |              |
| <b>48.</b> | <b><u>DECLARATIONS OF INTEREST</u></b><br><br>Councillor S Morris declared that she is a governor at a school where the head teacher is employed by Guthlaxton College but remained open minded on application number 14/00407/TPO<br><br>Councillor J Gore declared that her husband is the Chairman of Governors at Guthlaxton College but remained open minded on application number 14/00407/TPO.<br><br>Councillor J Kaufman declared he had received one or two phone calls from residents in relation to application number 09/00254/FUL.<br><br>Councillor Mrs L Kaufman declared she had spoken to a resident in relation to application number 09/00254/FUL |              |

|            |  |    |
|------------|--|----|
|            | Councillor D Gamble declared he had been contacted by residents in relation to application number 09/00254/FUL.  |    |
| <b>49.</b> | <b><u>PETITIONS AND DEPUTATIONS</u></b><br><br>None  | ID |
| <b>50.</b> | <b><u>MINUTES</u></b><br><br><b>RESOLVED:</b> That the minutes of the previous meeting of the Committee held on 13 November 2014, be taken as read, confirmed and signed.  |    |
| <b>51.</b> | <b><u>REPORTS OF THE DEVELOPMENT CONTROL MANAGER</u></b><br><br>The Committee considered the agenda update which was circulated at the meeting.<br><br><b>1. 09/00254/FUL Gilbert Murray Hall, 18 Manor Road Oadby, Leicestershire, LE2 2LH. Continued use of a building as an all year round conference facility plus student facilities ,extensions to conference hall including new roof and associated car parking (Application Revision B)</b><br><br>The Committee gave consideration to the report and appendices of the Planning Control Manager as set out in report pages 8 to 27, which should be read together with these minutes as a composite document.<br><br>Ms P Connell addressed the Committee in support of the application giving details of the background to the reason for the new application to be considered the original application was heard in 2009. She informed the Committee that the application should be considered on its merits and that conferences had been taking place at the Hall since 1984. She also informed them that the University had conducted an independent travel survey and that the development had no adverse impact on the highway network that the proposal concords with the development plan and that the proposal delivers benefits that are sustainable including jobs and raising the profile of the Borough.<br><br>Mr S Gasztowicz addressed the Committee in objection to the application. He informed the Committee that the application was for a conference facility 50 % bigger than the original conference hall. He also stated that as this was a conservation area developments should enhance or improve the conservation area and that the conference facility would not do this. He stated that the National Planning Policy Framework requires conference centre facilities to be located in town |    |

centres. He also informed them that there would be 89 out of term delegate's car parking spaces available but a maximum of 270 out of term delegates that could attend raising concerns as to where they would park. He also suggested excluding distance learners from attending the Conference Centre.

Mr A Parr of the Oadby Civic Society addressed the Committee in objection to the application. He informed the Committee that the Oadby Civic Society objected on the following grounds objected to any conference centre, would have an adverse affect on the area, the application seeks a major change of use and activity contrary to the residential nature of the conservation area, unacceptable traffic and parking of cars and would bring noise and disturbance to the area. He also agreed with Mr Gasztowicz's comments. He went onto to state as that as the building already exists this is not a reason to allow Planning Permission.

A member asked if he was here to determine the original application of 2009 or the one in front of him today.

The Chair informed him that the Committee must determine as of now as if this was the first time of hearing the application as that the old decision was quashed by the Court of Appeal.

The Committee was informed by the Planning Control Manager that the reason the Council did not defend the Court of Appeal process was essentially a financial risk decision and it was not considered appropriate to risk public money.

The Planning Officer then gave the background to the report and a number of Councillors raised questions :-

A Member questioned the Planning Officer regarding the Conservation Area Supplementary Planning Document as to how the Conference Centre enhanced the environment and building design. She informed him that parts of the original building were in poor repair and the new one was materially more modern and that the building did enhance the conservation area.

A number of Members raised concerns re the number of people that could attend the Conference Centre and discussed at length car parking proposals and facilities.

The Chair adjourned the meeting for legal advice at 8:05 pm and left the Council Chamber with the Vice Chair, Director of Services and Planning Control Manager.

The meeting restarted at 8:10pm

After much discussion two motions were put forward for the vote by the Members (a further motion for the officers recommendation was also put forward but this was not seconded) :-

- 1) Accept officer's recommendations providing that a suitable legal agreement is put in place to control traffic and parking matters (substantially in the form of the previously submitted Unilateral Undertaking) and that distance learners are **excluded** from the definition of a University Delegate in Note to Applicant 1. In the event that such an agreement is not completed within an agreed timescale then planning permission be refused.
- 2) Accept officer's recommendations providing that a suitable legal agreement is put in place to control traffic and parking matters (substantially in the form of the previously submitted Unilateral Undertaking) and that distance learners are **included** in the definition of a University Delegate in Note to Applicant 1. In the event that if such an agreement is not completed within an agreed timescale then planning permission be refused.

The Planning Control Manager suggested a date timescale of up to the 31 January 2015 (or any such other time period first agreed between the applicant and the Local Planning Authority) for the agreement to be reached between the University and Council.

Upon the vote motion 1 was defeated and motion 2 favoured.

**RESOLVED:** That the application be permitted as set out in the report subject to a legal agreement to control traffic and parking matters (substantially in the form of the previously submitted Unilateral Undertaking) and that distance learners are **included** in the definition of a University Delegate in Note to Applicant 1. In the event that if such an agreement is not completed by the 31 January 2015 (or any such other time first agreed between the University and the Local Planning Authority) then planning permission be refused.

2. **09/00253/CON FUL Gilbert Murray Hall, 18 Manor Road Oadby, Leicestershire, LE2 2LH. Retention of demolition of part of Gilbert Murray Hall**

Mr S Gasztowicz addressed the Committee in objection to the application informing them that it was a bit pointless as the works had already been carried out to demolish the building.

The Planning Officer confirmed that the works had already been carried out.

**RESOLVED:** That the application be permitted as set out in the report.

**Councillor Gamble left the meeting at 8:34pm**

**3. 14/00396/FUL71ReptonRoad,  
Wigston,Leicestershire, LE18 1GD. Erection of two  
storey side and rear extensions and new pitched  
roof over existing single storey extension to rear  
(Application Revision D).**

The Committee gave consideration to the report and appendices of the Development Control Manager as set out in report pages 33 to 39, which should be read together with these minutes as a composite document.

Mr G Gresham addressed the Committee in objection to the application informing them that his mother resided in the neighbouring bungalow was 91 years old and disabled, and the extension severe impact on her wellbeing and the fact the bungalow has side widows and door will be overshadowed and would need to turn her lights on in the daytime. He asked that the Planning Permission should be refused.

The Planning Officer went through the report and informed Members that the extension cannot over run the boundary. Concern was raised by Members regarding the guttering to the extension and the Planning Officer said a note to applicant would be put with regard to the guttering.

A member asked if conditions could be placed with regard to the builders working hours and that building materials can be stored on site.

The Planning Control Manager stated the Council could not put these on as conditions but could put a note to applicant regarding the storage of building materials on site.



**RESOLVED:** That the application be permitted as set out in the report with a note to applicant regarding the storage of building materials on site.

**Councillor Haq left the meeting at 9:14pm**

**4. 14/00407/TPO Guthlaxton College, Station Road, Wigston, Leicestershire, LE18 2DS Felling of 6 tree as set out in the report (Land at Station Road, Wigston) Tree Preservation Order 2014 (Application Revision A)**

The Committee gave consideration to the report and appendices of the Development Control Manager as set out in report pages 39 to 46, which should be read together with these minutes as a composite document.

The Director of Services checked with Councillor Mrs Gore as to whether or not she had a prejudicial interest in this item as her husband was the Chair of Governors. She informed the Director that her husband was unaware of the planned tree works and was happy to stay in the room for this item.

Councillor Mrs Morris confirmed that she also had spoken to the Chair and confirmed the same as Councillor Mrs Gore.

The Planning Control Manager gave the background to the report and stated that the County Arboriculturist has been consulted and was present on the site visit and had no objections regarding the tree works. He also stated that he would suggest the removal of condition 4 of the report.

The Members discussed the trees in question and as a whole and decided that they would like condition 4 left in the report.

**RESOLVED:** That the application be approved subject to the conditions recommended in the report.

**5. 14/00426/FUL Belvoir House, 30 Paddock Street , Wigston Leicestershire LE18 2AN. Partial demolition, extension, alterations and refurbishment of former hosiery factory to provide 26 No self contained flats with associated land scaping and boundary treatment**

The Planning Officer gave the background to the report and

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|-------------------|---|--|
|                   | <p>referred to the agenda update.</p> <p>A member asked if there would be parking for Emergency vehicles. The planning officer confirmed that there was no residents parking but that there would be parking for Emergency Services.</p> <p><b>RESOLVED:</b> That the application be approved as per the report.</p>  |  |
| <p><b>52.</b></p> | <p><b>PLANNING ENFORCEMENT UPDATE</b></p> <p>The Planning Control Manager gave the background to the report and informed the Committee that there was no longer a Planning Enforcement Officer in post. He said that they were looking at getting a temporary officer in post with a view to recruiting for a permanent officer early next year. He informed them that there was still a backlog of cases.</p> <p>He also informed Members that an appeal decision had been received regarding a Carpet Warehouse in North Street Wigston (for which the Council successfully defended the appeal) and the unauthorised use should therefore cease by mid March 2015.</p> <p><b>RESOLVED:</b> That the report be noted.</p> |  |
| <p><b>53.</b></p> | <p><b>TREE PRESERVATION ORDER TPO/303 – Land at Station Road Wigston</b></p> <p>The Planning Control Manager gave the background to the report.</p> <p>In light of the earlier decision relating to this site, the Planning Control Manager recommended that the Order be confirmed with the six trees in relation to the Guthlaxton site retained.</p> <p><b>RESOLVED:</b> That the Order be confirmed as per the officers recommendation with the retention of the 6 trees in the Order.</p>  |  |

**The Meeting Closed at 9:45pm**

**MINUTES OF A MEETING OF THE COMMUNITY ENGAGEMENT FORUM**  
**HELD AT COUNCIL OFFICES, WIGSTON ON TUESDAY 2 DECEMBER 2014**  
**COMMENCING AT 7.00 PM.**

**IN ATTENDANCE:**

Chair: J Kaufman

Councillors: Councillor Mrs L Kaufman

Officers in Attendance: K Garcha, Veronika Quintyne

Others in attendance: Mrs P Joshi (Chair of the Multicultural Group), Mr Bhavin Gohil

| Min Ref | Narrative   | Officer Responsible |
|---------|---|---------------------|
| 1.      | <p><b><u>APOLOGIES</u></b></p> <p>Apologies received from Mrs S B Morris and Mr R Morris.</p>   |                     |
| 2.      | <p><b><u>MINUTES OF THE PREVIOUS MEETING.</u></b></p> <p>Approved. Minutes of 16<sup>th</sup> September 2014.</p>   |                     |
| 3.      | <p><b><u>TERMS OF REFERENCE</u></b></p> <p>The Terms of Reference for the Community Engagement Forum were brought to the meeting. This was for information only. It was noted these had been previously circulated to all Community Engagement Forum members.</p>   |                     |
| 4.      | <p><b><u>COMMUNITY ENGAGEMENT FORUM – FUTURE WORKPLAN</u></b></p> <p><b>(a)Review of Equality Agenda</b></p> <p>The newly appointed Community Engagement Officer, Veronika Quintyne reviewed the Equality and Diversity Agenda work plan. Points 1 to 5 at page 7, being the Council’s equality objectives within the work plan were explained in terms of how the Forum will be working to them over the next four years. Aspects of work completed or at progress stage was discussed, clarified and affirmed with a way forward.</p> |                     |

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|---|---------------------|
| <p>A skilled and confident workforce addressing equality and diversity is developing well. This is supported by a clear Dignity at work policy in place.</p> <p>Discussion around setting criteria for supporting how Resident Forum monies could be allocated was considered. It was suggested project proposals could be one way for groups or individuals to access funding when an Equality Assessment was undertaken. The criteria would be measured against the objectives of this Authority.</p> <p>The Community Engagement Officer is to explore whether other Local Authority Forums have criteria in place for allocating Resident Forum funding. It was agreed to bring this as an update item to the next meeting.</p> <p><b>(b) Equality Assessments ( formerly equality impact assessments)</b></p> <p>Equality assessments have been completed for budget saving areas. Previous and new policy areas are to undergo a review. Discussion highlighted no equality assessment had been carried out on introducing the new bin collection system. It was recognised this lack of an assessment might have missed an impact on some people for example those with a disability. The assessment process and outstanding equality assessments are now being reviewed and a suggestion was put forward that in future all committee reports and policies etc have equality assessments attached to them.</p> <p><b>(c) Training</b></p> <p>Training on the equality assessment process will be provided to staff. It will also be extended to the group incorporating hands-on role playing activity.</p> <p>All proposals going to Committee will require an equality assessment to be completed. This is so a measurement of risk can be fully gauged. For the municipal year, equality assessments will come through the Corporate Training Plan. The training will work to make Oadby and Wigston an exemplar Authority.</p> <p>The Full Council meeting on December 9<sup>th</sup> 2014 will highlight information about mandatory training on the need to complete equality assessments effectively and efficiently.</p> <p>Other UK Local Authorities have racked up thousands of pounds in legal costs for not carrying out fit for purpose equality assessments on their budget saving proposals. This was through being taken to court via the Judicial Review process by aggrieved</p> | <p>VQ</p> <p>VQ</p> |
|---|---------------------|

|   |                     |
|---|---------------------|
| <p>residents and or tenants.</p> <p>The monitoring of staff diversity is ongoing. Through recruitment this is collated under the Equality Act 2010, 9 Protected Characteristics. These are: age, disability, race, religion/belief, sex, sexual orientation, marital status, pregnancy and maternity and gender reassignment.</p> <p>There is a recognition that staff diversity needs to be taken account of and reflect the makeup of the Borough`s population. The current data shows, for example how many males, females, disabled people etc are employed and at what level of seniority within the organisation.</p> <p><b>(d) Refresh of Website</b><br/>The equality information on the Council website is currently being reviewed and needs updating.</p> <p>This Work plan within the Equality and Diversity Agenda paper covers all the work agreed in the previous iteration of the Paper. This document has been circulated previously through past Community Engagement Forum meetings. It is available on the Council web page at:<br/><a href="http://www.oadby-wigston.gov.uk/files/documents/equality_and_diversity_agenda/Equality%20and%20Diversity%20Agenda%20June%202013.pdf">http://www.oadby-wigston.gov.uk/files/documents/equality_and_diversity_agenda/Equality%20and%20Diversity%20Agenda%20June%202013.pdf</a></p> <p><b>(e) Under-represented Groups</b><br/>There is to be continued improvement in how communities, particularly under-represented groups are better organised and participate in local decision-making.</p> <p>There is a planned approach to actively engage with under-represented groupings ; for example: tenant associations, young people`s groups, luncheon groups, resident forums, faith and belief groups and other groups .This will be done in varied ways. This is to ensure all forums/groups are given a greater representative voice. This is a key aspect of the Community Engagement Officer`s work.</p> <p>The Community Engagement Officer is to contact Sarah Dickinson from the Health and Wellbeing Board; Chris Swann from Oadby Stakeholders` Group and source local groups with respect to future engagement activity.</p> <p><b><u>ANY OTHER BUSINESS ITEMS RAISED</u></b></p> <p><b><u>MULTI-CULTURAL SIGNAGE TO OADBY AND WIGSTON TOWN.</u></b><br/>A welcome sign featuring different languages, including English is to be placed at the entrance to Oadby and Wigston Borough.</p> | <p>VQ</p> <p>VQ</p> |
|---|---------------------|

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|  | <p><b><u>MULTI-CULTURAL GROUP MEETING</u></b><br/>The next meeting takes place 12<sup>th</sup> December 2014. This is to be confirmed.</p> <p><b><u>DATE OF NEXT MEETING</u></b><br/>The date for the next meeting is 17 March 2015.</p> |  |
|--|--|--|

**The Meeting Closed at 8.10 pm**

**OADBY & WIGSTON COMMUNITY SAFETY PARTNERSHIP  
MEETING HELD AT  
COUNCIL OFFICES  
WIGSTON  
19<sup>th</sup> January 2015**

|                               |                      |
|-------------------------------|----------------------|
| Councillor Kevin Loydall (KL) | Chair                |
| Insp Steve Bunn (SB)          | Leics Police         |
| Marc Simon (MS)               | Leics Police         |
| James Fox (JF)                | LCC Community Safety |
| Damien Nickerson (DN)         | LCC Community Safety |
| Chris Woodward (CW)           | Leics Police         |
| Jay Patel (JP)                | OWBC (Minutes)       |
| David Lingard (DL)            | OWBC                 |

**Apologies:**

|                          |                        |
|--------------------------|------------------------|
| Anita Pathak-Mould (APM) | OWBC                   |
| Penny Pugh (PP)          | Early Help Manager     |
| Gurjit Samra-Rai (GSR)   | Leics Community Safety |

| Item   | Person Responsible |
|--|--------------------|
| <p>1. Chair Introduced David Lingard to partners and a warm welcome to all present. Chair also thanked Sandra Parker for all her hard work and input into CSP &amp; JAG. It was agreed the minutes of the meeting on 20.10.14 were approved.</p> <p>2. <b>Community Trigger new Police-Presentation from Damien Nickerson-</b> DN explained</p> <ul style="list-style-type: none"> <li>• What is Community Trigger</li> <li>• When Community Trigger can be used</li> <li>• How to activate Community Trigger</li> <li>• What to expect</li> <li>• Appeal process.</li> </ul> <p>3. <b>Performance Overview Date Jan 2015-Chris Woodward/Steve Bunn-</b></p> <ul style="list-style-type: none"> <li>• Performance Summary shows an increase in Domestic Burglary, Theft from motor vehicle &amp; Theft of motor vehicle.</li> <li>• Theft from motor vehicle has fallen with a lot of work done by volunteers and social media</li> <li>• Theft of Motor Vehicle is high.</li> <li>• Hate Crime is high, with OWBC is second to</li> </ul> |                    |

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| <p>Loughborough in this category. DI advised that workshops to raise awareness are ongoing and that Brocks Hill Visitors centre is a designated reporting centre.</p> <p>4. <b>Delivery Plan Highlights- David Lingard-</b> As DL has recently taken over from Sandra Parker, KL suggested that a pre-meeting to be arranged to update the delivery plan which will be enable DL to give information on the outcome.<br/>Some of the key partner to meet up and tidy up the delivery plans, whilst planning to set plans for the next year 2015-2016</p> <p>5. <b>Budget/Funding Update -David Lingard</b> – DL updated that £6378.08 to spend so if any partners have any project that need fund, it is available.<br/>Recharges of £1000 from Police are still outstanding which has not yet been taken into account.<br/>JF to update at the next CSP meeting on the funding from PCC.<br/>DL mention about the CROW scheme where there is some fund that cannot be obtained as signatories have left and the account cannot accessed, DL to discuss with Lloyds Bank to overcome this.<br/>£476.65 used by the community flat at Boulter Crescent needs to charged to the CROW budget rather than the CSP budget. Also Clarification on mileage charged for a CSP support worker needs to be considered as it is charged to the CROW scheme. DL to speak with finance team (Kay Munder) for clarification on.<br/>For future CSP meeting Kay to be invited to update on the budget.<br/>JF corrected that the Domestic Violence income is directly from PCC not LCC and DL confirmed that the outreach top up came from OWBC and not the partnership as a whole.</p> <p>6. <b>JAG Review Update</b> – David Lingard- DL updated that joint partnership working is excellent between the police and OWBC in dealing with ASB.SB agreed that the JAG is positively working dealing with ASB cases and also receiving any new referral.</p> <p>7. <b>Leicestershire Policing restructure-Inspector Stephen Bunn -</b><br/>Going live on the 9<sup>th</sup> Feb 2015 with the new structure. Neighbourhood team will be slightly smaller covering large area, targeting crime.<br/>Lot of detail work has gone into from KPMG and is very positive; no change with regards to CSP and JAG will continue to work with partners as normal.</p> <p>8. <b>Domestic Abuse Report – WALL- Claire Weddle</b> –no update due to absence of representative DL will follow up</p> | <p>DL</p> <p>JF</p> <p>DL</p> |
|---|-------------------------------|



|  |   |
|--|---|
| <p>for future attendance or report updates to be provided.</p> <p>9. <b>Leicestershire Fire &amp; Rescue- Sanjay Bulsara-</b> no update due to absence of representative. To be followed up by County.<br/>DL advised that the Council is in the process of introducing wheelie bins for garden waste and that deliveries are being made now. This is a prompt to advise Fires services for a potential of secondary fires and the need to all services to be proactive.</p> <p>10. <b>Leicestershire County Council updates – James Fox -</b> Work around the Hate Incident &amp; steering group is going ahead as planned. JF to email JP Domestic abuse commissioning to circulate to all partners.</p> <p>11. <b>Any other business.</b>-CW has received procedure manual for CCTV from APM and would like to know if this is the finalised procedure. KL updated that APM taking the CCTV procedure to the committee for approval.<br/>JP requested KL to agree CSP dates for the next financial year 2015-2016. KL agreed to have a meeting in Feb to ensure that all the planning process for the next financial year.<br/>JP to send out calendar invites.</p> | <p><b>JF</b></p> <p><b>DL/SB</b></p> <p><b>JP</b></p> |
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# Agenda Item 19d

**MINUTE OF A MEETING OF THE SERVICE DELIVERY COMMITTEE HELD AT  
THE COUNCIL OFFICES, WIGSTON ON TUESDAY 20 JANUARY 2014,  
COMMENCING AT 7.00 P.M.**

**IN ATTENDANCE:**

Councillor G A Boulter – Chair  
Councillor Mrs S Z Haq – Vice Chair

Councillors J W Boyce, D M Carter, K Loydall, Mrs S A Dickinson, Mrs L Eaton  
Mrs J Gore

Officers in Attendance: A Court, P Loveday, A Pathak-Mould , K Garcha , J  
Guazzaroni

| Min Ref | Narrative   | Officer Resp |
|---------|---|--------------|
| 40.     | <p><b><u>APOLOGIES</u></b></p> <p>Apologies for absence received from Councillors L Bentley and F Broadley.</p>   | JG           |
| 41.     | <p><b><u>APPOINTMENT OF SUBSTITUTES</u></b></p> <p>None</p>   |              |
| 42.     | <p><b><u>DECLARATIONS OF INTEREST</u></b></p> <p>None</p>   |              |
| 43.     | <p><b><u>PETITIONS AND DEPUTATIONS</u></b></p> <p>None</p>  | JG           |
| 44.     | <p><b><u>MINUTES – 21 OCTOBER 2014</u></b></p> <p><b>RESOLVED:</b> That the minutes of the previous meeting held on 21 October 2014 be taken as read, confirmed and signed.</p> | JG           |
| 45.     | <p><b><u>ACTION LIST – 21 OCTOBER 2014</u></b></p> <p><b>RESOLVED:</b> That the action list be noted.</p>   | JG           |

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| <p><b>46.</b></p> | <p><b><u>COMMITTEE REVISED FINANCIAL POSITION 2014/15 AND DRAFT BUDGET 2015/16</u></b></p> <p>The Committee gave consideration to the report and appendices of the Chief Financial Officer as set out in report pages 11 to 17, which should be read together with these minutes as a composite document.</p> <p>The Finance Manager explained the background to the report and recommendations sought. He explained the original to the revised budget variances and the Contract Fee and Net Payment for the Leisure Contract. He then explained the budget for 2015/16.</p> <p>A Member asked the actual effect of the increase and the Finance Manager explained it was due to estimated capital expenditure.</p> <p>A Member asked as to the limits mentioned in the report to the New Home Bonus funding. The Finance Manager explained that this is a national scheme and is a grant for new homes coming into use within the Borough. Another Member explained that the Council do not have enough land to build new homes upon which is why we have a low allocation within the Country.</p> <p><b>RESOLVED:</b> That Members</p> <ol style="list-style-type: none"> <li>1. Consider the Committee revised General Fund revenue budget position for 2014/15(section 4.1 of the report).</li> <li>2. Recommend to Policy ,Finance and Development Committee the Committees draft General Fund revenue budget for 2015/16 (Section 4.2 of the report).</li> </ol> |  |
| <p><b>47.</b></p> | <p><b><u>COMMUNITY SERVICE UPDATE RELATING TO HRA</u></b></p> <p>The Committee gave consideration to the report and appendices delivered by the Head of Community as set out in report pages 18 to 35, which should be read together with these minutes as a composite document.</p> <p>The Head of Community explained the background to the report and recommendations sought.</p> <p><u>Tenants Charter</u></p> <p>The Head of Community explained that the Tenants Charter was attached separately to the Agenda papers</p>  |  |

### Housing Related Support

The Head of Community informed the Committee that the procurement for the Assistive Technology was complete and that it had been a smooth transition.

The Head of Community informed the Committee that the current housing related support provided by the Council will not form part of the procurement process, explaining that the Council will need to consider how to continue such support with the aim of promoting independent living. The responsibility for support relating to care sitting with LCC Adult Social Care services.

The Head of Community informed Members that a formal process of restructure of service delivery in this area would commence in March 2015 in readiness to having some form of Housing Related Support in place for current and prospective Council Tenants.

A Member raised concern and advised that we need to think what we need in the Borough and that Housing Related Support was dominated by care. The Council need to rectify this and focus on health and talk to doctors. The Member suggested that this matter needs to go to the Health and Wellbeing Board meeting.

### Update on Capital Programme 2014/15 and Decent Homes

The Head of Community informed Members we were monitoring our progress.

A Member raised concern regarding capital spend in relation to Chartwell House as there were problems with low water pressure and was in need of repair and repainting. It needs to be looked at quickly and as an entire entity in relation to structures and wider cost implications.

### Boulter Crescent Community House

The Head of Community informed Members that this property was part of the refurbishment programme and that there would be a temporary service from another flat whilst the refurbishment takes place.

### Bigger Better Boulter Residents Association

The Head of Community informed Members that both the Community Development Officer and newly appointed Community Safety and Tenancy Manager were attempting

with the Chairman of the residents association to arrange an AGM.

#### Update on Temporary Accommodation for Homeless

The Head of Community informed Members that following a Council resolution in March 2014 regarding private leasing. Members were informed following the Council sending out a core lease and the Councils proposals the Council did not have a good response. However negotiations have taken place with a private landlord for a two bedroom house in South Wigston who is willing to enter an arrangement for a short term lease. The Legal team is currently in negotiations with regard to this.

Members were informed that Officers have been exploring the wider use of the housing stock. The Council currently have two 3 bedroom upper floor properties which have been used as decants for the Boulter Crescent capital programme. It seems sensible to use this stock for temporary measures only. The Head of Community informed Members that she was looking at Belmont House and through the Asset Management Working Group look at the possibility of re-negotiating the lease arrangements which are currently with a Registered Provider.

A Member raised concern with problems with rent and letting to private landlords. Advising the Council should reconsider the property it has to use. She also asked how long the Council classed as temporary and whether a 3 bedroom house would be used by one person, a family or as lodgings.

The Head of Community advised that the accommodation is temporary whilst the Council carry out their investigations for 42 to 50 days. That the Council will look at accommodation it could use for more than one family.

A Member asked if we had adequate accommodation for homelessness and what would happen if family want accommodation on a permanent basis as Council tenants.

The Member was informed that it was reactive and only used if needed. If a family come along we can convert it back to a Council Property to rent. The properties are only temporary if and when needed.

A Member asked about homelessness accommodation in other parts of the Borough as that mentioned was in Wigston. The Member was informed that there is also accommodation in Oadby.

### Project 360 – Briefing Note

Members were informed with regard to background to the briefing note and informed 'WALL' stood for Women's Aid Leicester and Leicestershire.

Members were informed that the project commenced in October and will run until the end of March 2015. It will be reported through the Community Safety Partnership and be overseen by an oversight group consisting of the key partners. Members were informed that the lead on the oversight group is James Fox from Leicestershire County Council.

A Member asked if funding would be fully based on outcome and would see the answer from the Police & Crime Commissioner.

A Member raised concern that this is a budget issue as if no funding from the County Council then time is not on our side and without funding this will have a financial implication.

### Proposed Rent Increase

Members were informed that this is the first year of implementation of the Government's new rent setting formula based on the Consumer Price Index which at September was 1.26% plus 1% and a table gives a guide on page 22 of the Agenda.

### Street Life

The Head of Community informed Members that 24 Councils had signed up to this and included County, District and London Councils. Oadby and Wigston Borough Council was the first north of Watford to sign up. Leicester City Council was also approached. The company wanted to pilot this with a small borough. Leicester City Council are considering it but exercising caution.

The Director of Services informed Members that the Council are looking at the social media strategy and how we want to use it in the Council.

A Member stated that there needs to be capacity in the office to deal with the information flow and we need an exit strategy if it is not working for us effectively.

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|     | <p>A Member was concerned about using social media on an individual basis and where Members stand and roles they have to play.</p> <p>The Head of Community informed Members that this was a Partnership Agreement and that anything offensive can be removed within an hour.</p> <p>A Member stated that social media was a main source of conversation and we need a protocol to choose not to be obliged to use it.</p> <p><b>RESOLVED:</b> That the recommendations as detailed in the report are approved.</p>   |  |
| 48. | <p><b><u>LOCAL PARTNERSHIP GROUP</u></b></p> <p>The Committee gave consideration to the report and appendices of the Head of Community as set out in report pages 36 to 39, which should be read together with these minutes as a composite document.</p> <p>The Head of Community explained the background to the report and recommendation sought.</p> <p>Members were informed that the Blaby, Oadby and Wigston Local Partnership Group (“BOWLPG”) was set up in 2008 to improve outcomes for children and young people.</p> <p>The Head of Community stated that due to budget cuts the BOWLPG was effected and that the group would no longer be able to continue to independently commissioned projects beyond the end of March 2015. Commissioning decisions regarding children and families services are no longer to be made by local authorities through their Local Partnership Group but by Leicestershire County Council in line with its strategic priorities and is part of their Medium Term Financial strategy.</p> <p>A Member sought a breakdown of the £509,000 commissioning budget lost, clarification of the knock on effect of this upon the Council. And the risks on the Council should any of the children centres close He asked the Head of Community for more work to de done on this.</p> <p><b>RESOLVED:</b> That the report be noted.</p> |  |
| 49. | <p><b><u>CCTV POLICY AND PROCEDURE</u></b></p> <p>The Committee gave consideration to the report and appendices delivered by the Head of Community as set out in</p>  |  |

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|                   | <p>report pages 40 to 98, which should be read together with these minutes as a composite document.</p> <p>The Head of Community explained the background to the report and recommendation sought.</p> <p>Members were informed that the report was to provide an update for adopting the CCTV Policy and Procedure in line with the code of practice set out in the Information Commissioners Office (“ICO”) guide on the use of CCTV by Local Authorities .The Head of Community also asked that the ICO guidance code of practice also be adopted.</p> <p>A Member sought clarification as to what documents had been sent to the Police as he said that the Police hadn’t seen the final document. He asked that the cost implications be considered regarding the installation of CCTV systems because of budget constraints and that their needs to be practical element of implementation. The Member also stated that the Council need to identify the licensing implications with the Police as Well.</p> <p>Another Member agreed and stated the Policy explains what we the Council can do but Members want to know what we are doing and if the Council are not doing something why not.</p> <p><b>RESOLVED:</b> Members to recommend the CCTV Policy and Procedure in line with Government Guidance to Policy Finance and Development Committee.</p> |  |
| <p><b>50.</b></p> | <p><b><u>ANTI SOCIAL BEHAVIOUR POLICY AND PROCEDURE</u></b></p> <p>The Committee gave consideration the appendices delivered by the Head of Community as set out in report pages 99 to 166, which should be read together with these minutes as a composite document.</p> <p>The Head of Community explained the background to the Policy and recommendation sought.</p> <p>Members were informed that the Policy was being freshened up.</p> <p>A Member said details of the Policy could have been listed on one page.</p> <p>A Member suggested that this Item needs to also go to the Residents forums.</p> <p>A Member asked for training before the Policy goes public</p>  |  |



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|     | <p>and that they needed to know what the Community Triggers are. The Head of Community advised that briefings can be delivered through the County Council as the Community Safety Partnership have received a presentation and this now needs to be rolled out to all the Forums.</p> <p>The Community Triggers training is first delivered to Members before going to the Forums and it was suggested that this is taken up with Senior Management Team to speak to the County Council.</p> <p><b>RESOLVED:</b> That the Policy be noted.</p>   |  |
| 51. | <p><b><u>SPORTS AND PHYSICAL ACTIVITY COMMISSIONING REPORT</u></b></p> <p>The Committee gave consideration to the report and appendices delivered by the Director of Services as set out in report pages 167 to 169, which should be read together with these minutes as a composite document.</p> <p>The Director of Services gave the background to the report explaining that the Council do need to bid for money, that this continued to be successful and that funding was still available to the Council. That the attendance targets set for the Council will be exceeded.</p> <p>The Director of Services informed Members that additional funding has been identified for Satellite clubs and that it had been identified under the National Children’s Measurement Programme that South Wigston had a high amount of underweight children.</p> <p>A Member asked how detrimental the £8,761 reduction was for targeted work. The Director of Services said that there was a level of sustainability.</p> <p>A Member asked if paragraph 2 on page 168 could be clarified.</p> <p>Members congratulated the team for their achievements.</p> <p><b>RESOLVED:</b> That Members note the information provided within the report and endorse and promote the programme to the wider audience.</p> |  |
| 52. | <p><b><u>GARDEN WASTE COLLECTION SCHEME</u></b></p> <p>The Committee gave consideration to the report delivered by the Director of Services as set out in report pages 170 to 172,</p>   |  |

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|     | <p>which should be read together with these minutes as a composite document.</p> <p>The Director of Services gave the background to the report.</p> <p>Members were informed that there had been an overwhelming response for the bins and that the operating team distribution team should be commended as they are determined that the bins are delivered on time. The next stage is to start collecting waste on 16 February and that the vehicles to collect them have been ordered. A break down was given of the numbers of large and smaller containers and the Members informed that as of the week ending 17 January 5,000 bins had been delivered.</p> <p>A Member commented that it had been quite successful, that the Council had given residents a choice that has been taken up and to pass on the Committees thanks to officers.</p> <p>.</p> <p><b>RESOLVED:</b> That the report be noted.</p>   |  |
| 53. | <p><b><u>ACHIEVEMENTS AT BROCKS HILL OCTOBER – DECEMBER 2014 AND OPERATIONS UPDATE</u></b></p> <p>The Committee gave consideration to the report and appendices delivered by the Director of Services as set out in report pages 173 to 182, which should be read together with these minutes as a composite document.</p> <p>The Director of Services explained the background to the report and recommendation sought.</p> <p>The Director of Services informed Members to note the details of the report up to the Operations Section.</p> <p>The Operations Section gave an update on Capital Projects and Street Furniture. Members were informed that adhoc requests were being received with regards to the installation of new benches, bins, notice boards, dog bins and bus shelters. It is proposed that requests come from the residents forums. The request then being passed to officers so that if required feasibility study and costings can be produced and fed back to the next meeting. The request would then follow the existing process of being reported back to PFD for approval before going back to the Officer for ordering and installing.</p> <p>The Chairman agreed with this proposal and referred to Paddock Street, Wigston bus shelters and said that this</p> |  |

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|                   | <p>should be referred to the Wigston Forum and was the way forward.</p> <p>A Member agreed with the Chairman’s comments.</p> <p>A Member asked about the paragraph relating to Adshel asking would the Council have any control .The Member was informed that the Council did use Adshel shelters before but there was concern because of the lack of control. The Chairman proposed to go ahead with new bus shelters in Paddock Street Wigston.</p> <p>A Member commented that the Council should approach bus companies for them to provide Shelters for their customers.</p> <p>A Member mentioned that he would like to see the Crows Mill Picnic Area shelter repaired or removed.</p> <p>The Director of Services informed Members that as part of the Clean and Green team work each month conditions are assessed with regard to litter and detritus. She informed Members with regard the principles of detritus grading in a relevant highway setting the Councils grading didn’t go beyond grade B –Predominantly free from detritus except for some light scattering.</p> <p><b>RESOLVED:</b> That the report be noted.</p> |  |
| <p><b>54.</b></p> | <p><b><u>CORPORATE ENFORCEMENT UPDATE</u></b></p> <p>The Committee gave consideration to the report and appendices delivered by the Head of Corporate Resources as set out in report pages 183 to 189, which should be read together with these minutes as a composite document.</p> <p>The Head of Corporate Resources gave a background to the report and recommendation sought.</p> <p>Members were informed that the Corporate Enforcement Officer post was currently vacant but the role had been advertised and that was hoped that a replacement would be secured by March 2015.</p> <p>Members were informed that appendix A contained a summary of investigations that have taken place.</p> <p>The Head of Corporate Resources informed the Members that their had been a recent change in legislation in relation to dog fouling as a result of the enactment of the Anti Social Behaviour , Crime and Policing Act 2014 which came into</p>  |  |

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|     | <p>force on 20 October 2014. This introduced Public Space Protection Orders (“PSPO’S”) which replace Dog Control Orders. PSPO’s covers not just dog fouling but also includes graffiti and spitting. Members were informed that the Legal Officer is working with the Corporate Enforcement Team to review all public spaces within the borough with a view to introduce the PSPO’S in the next few months.</p> <p>A Member asked whether they would apply to communal areas. The Head of Corporate Resources if it were a public space then yes but if a private area of land then no.</p> <p>A Member asked if the Council were able to enforce against dog fouling as of now. The Head of Corporate Resources informed him that we can however, have not done thus far but the power is still there.</p> <p>A Member suggested that Members should receive training on corporate enforcement so as they were aware of what enforcement action can be taken if asked by their constituents</p> <p>A Member stated that once the Corporate Enforcement Officer issue was resolved the Council must look at the enforcement of dog fouling as a priority.</p> <p><b>RESOLVED:</b> That the report be noted.</p> |  |
| 55. | <p><b><u>SERVICE CHARTERS</u></b></p> <p>The Committee gave consideration to the report and appendices delivered by the Director of Services as set out in report pages 190 to 227, which should be read together with these minutes as a composite document.</p> <p>The Director of Services explained the background to the report and recommendation sought.</p> <p>Members were referred to Page 224 of the report with regard to voids. The Director of Services said that the Council needed to look at changes and targets as there was a need to revise these.</p> <p>A Member stated that the report contained too much information and said progress was really helpful and that the Council need to get these charters live on the Councils website.</p> <p><b>RESOLVED:</b> That the report be noted</p>  |  |

The Meeting closed at 8:54 pm

**MINUTES OF A MEETING OF THE LICENSING & REGULATORY COMMITTEE HELD AT THE COUNCIL OFFICES, WIGSTON ON THURSDAY 22 JANUARY 2015, COMMENCING AT 7.00 P.M.**

**IN ATTENDANCE:**

Councillor H Loydall – Chair

Councillors: M Chamberlain, M Charlesworth, S Dickinson, J Gore,  
J Kaufman, L Kaufman, K Loydall

Officers in Attendance: I Dobson, K Garcha and J Guazzaroni

| Min Ref | Narrative  | Officer Resp |
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| 24.     | <p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>G Boulter, L Broadley, F Broadley, R Kanabar</p>   | ID           |
| 25.     | <p><b><u>APPOINTMENT OF SUBSTITUTES</u></b></p> <p>None.</p>   | ID           |
| 26.     | <p><b><u>PETITIONS AND DEPUTATIONS</u></b></p> <p>None.</p>  | ID           |
| 27.     | <p><b><u>DECLARATIONS OF INTEREST</u></b></p> <p>None.</p>   | ID           |
| 28.     | <p><b><u>MINUTES OF PREVIOUS MEETING</u></b></p> <p><b>RESOLVED:</b> That the minutes of the previous meeting of the Committee held on 2 October 2014, be taken as read, confirmed and signed.</p> | ID           |

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| <p><b>29.</b></p> | <p><b><u>REVIEW OF STATEMENT OF GAMBLING POLICY</u></b></p> <p>The Committee considered the report of the Head of Corporate Resources as set out on report pages 6 - 21 which should be read in conjunction with these minutes as a composite document.</p> <p>The Licensing and Democratic Officer informed Members that there is a statutory requirement for the Council to consult upon and then publish a statement of Gambling Policy every 3 years.</p> <p>He went on to say that a further report will be brought back to the committee meeting in October 2015 to report back on the consultation and present a revised policy to be recommended to Council for adoption.</p> <p>Cllr J Gore joined the meeting at 7:06pm.</p> <p><b>RESOLVED:</b> That the Licensing and Democratic Officer be authorised to carry out a statutory consultation in respect of the Council's current Gambling Policy.</p> |  |
| <p><b>30.</b></p> | <p><b><u>RENEWAL OF PERSONAL LICENCES</u></b></p> <p>The Committee considered the report of the Head of Corporate Resources as set out on report page 22 - 23 which should be read in conjunction with these minutes as a composite document.</p> <p>The Licensing and Democratic Officer informed Members of transitional arrangements for dealing with renewals of personal licences in the period preceding the enactment of the Deregulation Bill 2014, which will remove the requirement to renew every 10 years.</p> <p>He went on to inform Members that the interim renewal process has been amended to remove the requirement to pay a fee upon submitting a renewal application. He stated that the Council will have to bear the cost of administration for around 36 renewal applications.</p> <p><b>RESOLVED:</b> That the report be noted.</p>  |  |
| <p><b>31.</b></p> | <p><b><u>MARKET RIGHTS UPDATE</u></b></p> <p>The Committee considered the report of the Head of Corporate Resources as set out in report pages 24 – 25 which should be read in conjunction with these minutes as a composite document.</p>  |  |

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|                   | <p>Members raised concern in relation to the Market Charter held by the City Council and it was suggested that it impinges upon the right to free trade within the Borough. The Committee discussed the options available to challenge the Market Charter and agreed to start by discussing the matter with the City Council and report back to a future meeting.</p> <p><b>RESOLVED:</b> That the Licensing and Democratic Officer be instructed to discuss with Leicester City Council a more suitable arrangement for the holding of markets in the Borough.</p>   |  |
| <p><b>32.</b></p> | <p><b><u>UPDATE ON THE IMPLEMENTATION OF THE SCRAP METAL DEALERS ACT 2013</u></b></p> <p>The Committee considered the report of the Head of Corporate Resources as set out in report pages 26 - 29 which should be read in conjunction with these minutes as a composite document.</p> <p>The Committee raised concern about the legislation and in particular the requirements for the identification of mobile collectors which is inadequate. The Chairman requested that the representations are made to the Secretary of State calling for a review of the Act.</p> <p>The Licensing and Democratic Officer informed Members that Officers will be preparing an article the Council's magazine (Letterbox) to give information to residents on how best to identify collection vehicles.</p> <p><b>RESOLVED:</b> That the report be noted.</p> |  |

**The Meeting Closed at 7:37 p.m.**

# Agenda Item 19f

**MINUTES OF A MEETING OF THE POLICY, FINANCE AND DEVELOPMENT  
COMMITTEE HELD AT THE COUNCIL OFFICES, WIGSTON ON TUESDAY 3  
FEBRUARY 2015, COMMENCING AT 7:00 P.M.**

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| <p><b><u>IN ATTENDANCE:</u></b></p> <p>Councillor Mrs S B Morris – Chair<br/>Councillor D A Gamble – Vice Chair</p> <p>Councillors J Boyce, G Boulter , J Kaufman , Mrs L Kaufman and Mrs J Gore</p> <p>Officers in Attendance: A Court, J Dickson, A Pathak-Mould, K Garcha,<br/>A Thorpe and J Guazzaroni</p> <p>Also in Attendance: Anand Persaud (CW Audit Services) and Yola Geen (KPMG)</p> |
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| Min Ref | Narrative   | Officer Resp |
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| 80.     | <p><b><u>APOLOGIES</u></b></p> <p>Apologies for absence received from Councillors L Bentley, R Morris, B Dave, K Loydall, Mrs L Broadley and Mrs R Kanabar , Tim Ridout (CW Audit Services) John Cornett (KPMG)</p>   | JG           |
| 81.     | <p><b><u>APPOINTMENT OF SUBSTITUTES</u></b></p> <p>None</p>   |              |
| 82.     | <p><b><u>DECLARATIONS OF INTEREST</u></b></p> <p>Mrs J Gore in relation to Agenda Item number 13 declared she was a trustee of Age UK.</p> <p>G Boulter in relation to Agenda Item number 13 declared he was a trustee of Wigston Framework Knitters Museum</p> |              |
| 83.     | <p><b><u>PETITIONS AND DEPUTATIONS</u></b></p> <p>None</p>  | JG           |
| 84.     | <p><b><u>MINUTES – 28 OCTOBER 2014</u></b></p> <p><b>RESOLVED:</b> That the minutes of the previous meeting held on 28 October 2014 be taken as read, confirmed and signed.</p>   | JG           |



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| 85. | <p><b><u>ACTION LIST – 28 OCTOBER 2014</u></b></p> <p><b>RESOLVED:</b> That the action list be noted.</p>  | JG |
| 86. | <p><b><u>INTERNAL AUDIT PROGRESS REPORT 2014/15</u></b></p> <p>The Committee gave consideration to the report and appendices of the Chief Financial Officer (Section 151 Officer) as set out in report pages 15 to 29, which should be read together with these minutes as a composite document.</p> <p>The Chief Financial Officer (Section 151 Officer) explained the background to the report and recommendation sought.</p> <p>Members were informed that this is the regular progress report. The number of outstanding recommendations has reduced and that there was nothing untoward.</p> <p>Anand Persaud informed Members that since the last meeting four reviews had been completed as detailed on page 17.</p> <p>Anand Persaud stated that a detailed review of Street Cleansing and Ground Maintenance managerial processes was undertaken and the openness of staff was quite commendable.</p> <p>Members were informed that on the Recommendation Tracking system 14 actions are still to be completed. Pages 24 to 26 detail the management responses and the revised implementation dates.</p> <p>A Member asked why only 8 matters were listed on pages 24 to 26 and not 14 actions. The Member was informed that the table only lists those matters outstanding over 6 months.</p> <p><b>RESOLVED:</b> That the progress report for 2015/15 be noted.</p> |    |
| 87. | <p><b><u>EXTERNAL AUDIT- ANNUAL AUDIT LETTER 2013/14</u></b></p> <p>The Committee gave consideration to the report and appendix delivered by the Chief Financial Officer (Section 151 Officer) as set out in report pages 30 to 38, which should be read together with these minutes as a composite document.</p> <p>The Chief Finance Officer explained the background to the report and recommendation sought. Members were informed that the annual audit letter for 2013/14 was an excellent letter.</p>   |    |

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|     | <p>The KPMG Manager who produced the Annual Audit letter informed Members that KPMG issued their certificate on the 29 September 2014 and that the Audit fee had been agreed with the audit commission. Members were informed that the certification of grants and returns was still ongoing and a report would be presented to the next Policy Finance and Development Committee in March 2015.</p> <p>A Member said that he was pleased with the report and would like to pass his thanks on to the staff who worked with the auditors.</p> <p><b>RESOLVED:</b> That the report be noted</p>   |  |
| 88. | <p><b><u>OVERALL GENERAL FUND REVISED FINANCIAL POSITION 2014/15 AND DRAFT BUDGET 2015/16</u></b></p> <p>The Committee gave consideration to the report and appendices of the Chief Financial Officer (Section 151 Officer) as set out in report pages 39 to 62, which should be read together with these minutes as a composite document.</p> <p>The Chief Finance Officer explained the background to the report and recommendations sought.</p> <p>Members were informed that the report and appendix contain detailed figures and the budget and council tax report will be presented to Council on 19 February 2015.</p> <p>The Leisure Centre Charges were included at Appendix 7 for Members to agree.</p> <p>Members were informed that the leisure contract allowed for fees and charges to be increased in line with the Retail Price Index on an annual basis.</p> <p>Bench marking has been done with neighbouring sites for comparison purposes.</p> <p>In relation to the draft budget Members were informed that local government still has to save money and provisionally we have a 5.8% reduction in spending power and pressure will be on Local Government Budgets for at least 4 years.</p> <p>Members were informed that the New Homes Bonus the Council received was the second lowest amount in the Country with an allocation of £313,000. This is due to the Borough's compact nature.</p> |  |

Members were informed that the Council tax base figure has increased by £48,000 for 2015/16.

Members were informed that the New Leisure Facilities contract will save the Council £3.6 million over the life of the contract compared to the previous contract.

Members were informed that Reserves provide for when matters are not going to plan and that £300,000 had been moved to the Budget Equilibrium reserve.

A Member asked with regard to recycling what does the Council have in the reserve. The Chief Financial Officer (Section 151 Officer) informed Members that a reserve had been created a couple of years ago as income was uncertain.

The Director of Services explained that with regard to recycling the Council gets better rates than others. If the Council took over the recycling those businesses contract price will increase.

A Member raised concern with regards to Welfare Reform and the fact that six pilots for the universal credit were completed and reports suggest that Council Rent arrears levels in these pilots are running at between 10% & 20%.

The Chief Financial Officer (Section 151 Officer) agreed that Welfare Reform is a concern and the implementation date for the Council is 2019.

A Member queried the Leisure Centre charges and asked if contractors can change the prices.

The Director of Services stated that the core prices are the maximum they can charge but the contract allows for fees to be increased by the Retail Price Index. Other charges can be charged at prices deemed suitable by the contractors. If the contractors want to increase more than the RPI then a business case has to be brought before the Committee.

A Member raised a query regarding Note two on Appendix 4 – Oadby & Wigston Capital Programme 2015/16 – 2017/18 on page 58.

The Chief Financial Officer (Section 151 Officer) stated that a further report will be going to the next Policy, Finance and Development Committee in March on the Capital Programme to update members on the various schemes.

A Member raised a question on the Customer Service Centre

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|                   | <p>figure of £142,000 on page 58 due to the fact that it seems different figures were presented on page 172 of the agenda.</p> <p>The Chief Financial Officer (Section 151 Officer) informed Members that the difference is just looking at the year 2015/16 whereas the figure on page 172 relates to the total expenditure.</p> <p>The Director of Services will provide Members with the Customer Service Centre cost breakdown.</p> <p>The Leader commended the Council on maintaining a balanced budget with 0% Council Tax for the Council. He stated that we need to look at income generation and controlling costs. The Leader sought clarification regarding point 8 on page 55 of the agenda.</p> <p><b>RESOLVED:</b></p> <p>(1) That the overall revised General Fund revenue budget position for 2014/15 (Appendices 1 and 2) be considered and noted.</p> <p>(2) That Members recommend in principle to Council the overall draft General Fund revenue budget for 2015/16. This will be the subject of a further and full report to Council on 19 February 2015 (Appendices 1 and 3).</p> <p>(3) That Members recommend in principle to Council the overall draft Capital Programme for 2015/16 and note the forward programme to 2017/18. This will be the subject of a further and full report to Council on 19 February 2015 (Appendix 4).</p> <p>(4) That Members approve a 300,000 transfer from the General Fund Reserve to the Budget Equilibrium Reserve in 2014/15.</p> |  |
| <p><b>89.</b></p> | <p><b><u>RISK MANAGEMENT UPDATE</u></b></p> <p>The Committee gave consideration to the report and appendices of the Chief Financial Officer as set out in report pages 63 to 72, which should be read together with these minutes as a composite document.</p> <p><b>RESOLVED:</b> That the review of the Strategic Risk Register be noted</p>   |  |
| <p><b>90.</b></p> | <p><b><u>RESIDENTS FORUMS BUDGET POSITION</u></b></p>  |  |

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|                   | <p>The Committee gave consideration to the report and appendices of the Chief Financial and Section 151 Officer as set out in report pages 73 to 77, which should be read together with these minutes as a composite document.</p> <p>The Chief Finance Officer explained the background to the report and recommendations sought.</p> <p>A Member asked how the £200,000 still available to spend for the forums was allocated. Members were informed that it was split two fifths each for Oadby and Wigston forums and one fifth South Wigston forum.</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1) That the request made at South Wigston Residents Forum for the purchase of a mobile speed awareness sign, at a cost of £3,000, for use within South Wigston be approved.</li> <li>2) That the following two requests made at Oadby Residents Forum be approved; <ol style="list-style-type: none"> <li>i) a grant of £3,750 to Oadby Remembers to fund the first year of a three-year project commemorating the Oadby soldiers that died in the First World War. The grant will fund exhibitions, promotional materials and the development of a website.</li> <li>ii) Installation of a bench on Burtons corner at a total cost of £1,000</li> </ol> </li> <li>3) That the Council Priority Reserve containing £73,000, set up with the intention of funding improvements in line with the main priorities of the Council, in consultation with the local resident's forums be noted.</li> </ol> |  |
| <p><b>91.</b></p> | <p><b><u>DRAFT HRA BUDGET AND HOUSING CAPITAL PROGRAMME 2015/16</u></b></p> <p>The Committee gave consideration to the report and appendices of the Chief Financial Officer (Section 151 Officer) and Head of Community as set out in report pages 78 to 103, which should be read together with these minutes as a composite document.</p> <p>The Chief Finance Officer explained the background to the report and recommendation sought.</p> <p>Members were informed that the Housing Revenue Account</p>   |  |

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|                   | <p>business plan over a 30 year period was still sustainable.</p> <p>Members were informed that rents were to increase by CPI plus 1 % which results in an increase of 2.26%.</p> <p>The Head of Community stated that with regard to the land at Bennett’s Way/Kirkdale Road site negotiations are on-going with Partners. With regards to the Compulsory Purchase Order of 41 Canal Street there is a little bit more work to do and is progressing.</p> <p>Members were informed that with regards to the Rent Setting the Government guidelines changed following a 10 year period of rent convergence. It is envisaged that the current rent setting guidance may remain for a further 10 years.</p> <p>The Leader stated that in relation to new build homes a report will come to this Committee in March with an action plan and this will be partially in public/partially in camera. There is a target to build five new homes a year over the next 30 years.</p> <p><b>RESOLVED:</b> That</p> <ol style="list-style-type: none"> <li>1) the Revenue budget forecast for the Housing Revenue Account in 2014/15 and the three forward financial years to 2018/19 be noted and recommended to Council for Approval (Appendix 2)</li> <li>2) the proposed rent and service charge increases for 2015/16 as recommended by Service Delivery Committee (Appendix 2 and Appendix 4 Section 2) be recommended to Council for approval</li> <li>3) the HRA capital programme for 2015/16 be noted and recommended to Council for Approval (Appendix 3)</li> </ol> |  |
| <p><b>92.</b></p> | <p><b><u>DISCRETIONARY NON- DOMESTIC RATES RELIEFS</u></b></p> <p>The Committee gave consideration to the report delivered by the Chief Financial Officer (Section 151 Officer) as set out in report pages 104 to 125, which should be read together with these minutes as a composite document.</p> <p>The Chief Financial Officer (Section 151 Officer) explained the background to the report and recommendation sought.</p> <p>Members were informed that they need to declare an interest to this item if applicable.</p>   |  |

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|                   | <p>Two Members declared an interest as detailed in the Declarations of Interest section of these minutes.</p> <p><b>RESOLVED:</b> That</p> <ol style="list-style-type: none"> <li>1.1. the updated policy document for all discretionary non-domestic rate reliefs be approved</li> <li>1.2. that, after review, no changes are required to the discretionary policy for charities and non-profit making organisations</li> <li>1.3. that delegated authority be given to the Chief Financial Officer in consultation with the Chair of the Policy, Finance and Development Committee for determination of both applications and appeals as set out in the updated policy document</li> <li>1.4. that all approved recommendations will have immediate effect</li> </ol>  |  |
| <p><b>93.</b></p> | <p><b><u>LOCAL DEVELOPMENT SCHEME</u></b></p> <p>The Committee gave consideration to the report delivered by the Planning Policy and Regeneration Manager as set out in report pages 126 to 153, which should be read together with these minutes as a composite document.</p> <p>The Planning Policy and Regeneration Manager explained the background to the report and recommendation sought.</p> <p>Members were informed that the Local Development Scheme sets out the Council's proposals for the preparation of the Local Plan for the Borough of Oadby and Wigston.</p> <p>A Member asked if the name Local Development Scheme is likely to change as has been the case with the change in name from Local Development Framework to Local Plan. The Member was informed that the Local Development Scheme sets out the timetable for the delivery of the Local Plan and that name is unlikely to change.</p> <p>Members queried the availability of the Local Plan. Members were informed that it was free of charge to view at the Council Offices. If people wanted a copy of it, then a charge would be made to cover the cost of printing.</p> <p>A Member asked if the full URL could be added to the website address so as anyone looking on line could get the link straight to the Local Plan. The Member was informed that this</p> |  |

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|            | <p>would be done.</p> <p><b>RESOLVED:</b> Members approved the Local Development Scheme for publication.</p>  |  |
| <p>94.</p> | <p><b><u>STOUGHTON GRANGE DEVELOPMENT BRIEF</u></b></p> <p>The Committee gave consideration to the report and appendices delivered by the Planning Policy and Regeneration Manager as set out in report pages 154 to 169, which should be read together with these minutes as a composite document.</p> <p>The Planning Policy and Regeneration Manager explained the background to the report and recommendation sought.</p> <p>Members were informed that the development brief relates to 'Stoughton Grange', land north of Gartree Road, which was previously the site of Stoughton Farm Park. The purpose of the development brief is to set out the Councils requirements and expectations in relation to the use of this site.</p> <p>A Member asked if the public consultation would be published to make people aware. The Member was informed that it would be placed on the Council's website and consultees would be written to.</p> <p>A Member asked if the Council could look at e mailing rather than writing to consultees as this provides evidence that they have been written to, also it is an effective way of communication. The Member was advised that this had been done previously and therefore emails will continue to be used in future, where possible.</p> <p>A Member asked if the proprietors on site were included in the list of consultees. He was informed that they would be included in the consultation.</p> <p><b>RESOLVED:</b> That Members approve the Stoughton Grange Development Brief for the purposes of a period of six weeks public consultation from Friday 13 February 2015 to Friday 27 March 2015.</p> |  |



**95. ADVERTISING ON DIGITAL DISPLAY BOARDS**

The Committee gave consideration to the report and appendices delivered by the Planning Policy and Regeneration Manager as set out in report pages 170 to 171, which should be read together with these minutes as a composite document.

The Planning Policy and Regeneration Manager explained the background to the report and recommendation sought.

Members were informed that as part of Oadby and Wigston town centre improvement works the multicultural sign in Oadby was removed. Members agreed that this should be replaced with a digital display screen and that additionally, a digital display screen should also be installed in Wigston town centre. As a result, two digital display screens have been purchased and are awaiting installation.

Members were informed that the Screens can be used for advertising Council notices, by businesses and community groups. They were also informed that a Policy was being formulated.

A Member asked with regard to the costs of running the display boards, whether or not they would be on for twenty four hours or switched off and also advised that the Council needed to create advertising literature in order to encourage people to use them.

The Member was informed that costing of running the display boards was not to hand but will be reported to the Place Shaping Working Group but informed that it was a reasonably low cost. The display boards will be turned off at night and that the town centre manager will be liaising with the town centre retailers with regard to the use of the boards.

A Member said that the Policy will be considered at the Place Shaping Working Group. The Member also advised that a Council ethical statement should be prepared advising what would and would not be allowed to be advertised on the display boards and that editorial control of the boards was required.

**RESOLVED:** That Members:

1. Approve the Council to sell advertising space on the digital display screens.
2. Agree that a Policy is prepared with the involvement of the Place Shaping Working Group prior to the formal

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|                   | <p>approval of this Committee.</p> <p>3. Agree that a proportion of the income generated is set aside to cover the electrical costs, routine maintenance and repairs of the digital display screens.</p>  |  |
| <p><b>96.</b></p> | <p><b><u>SERVICE DELIVERY REVIEWS</u></b></p> <p>The Committee gave consideration to the report and appendices delivered by the Director of Services as set out in report pages 172 to 176, which should be read together with these minutes as a composite document.</p> <p>The Director of Services explained the background to the report and recommendations sought.</p> <p>Members were informed that this report was an update on service reviews.</p> <p><u>Customer Services Transformation Programme</u></p> <p>Members were informed that customer services were being transferred to premises at 40 Bell Street, Wigston to make it more accessible to the public. We are on target to do this and have a new centre open in July 2015.</p> <p>The Head of Corporate Resources informed Members that the Council was on target with the premises contract and were waiting for a dilapidations report. Members were informed the Council has negotiated a 6 year lease with a 3 month holiday period with an annual rent of £23,500. If the Council renew the lease then there will be a 3 month rent free period.</p> <p><u>Planning Policy, Planning Control and Building Control.</u></p> <p>Members were informed that there was no change Planning Policy and that the Local Plan was up to date. That Planning Control had procedure in place and was not under resourced.</p> <p>Members were informed that Building Control had two strands</p> <ol style="list-style-type: none"> <li>1) Fee earning side for advice, building inspections and making sure regulations were met.</li> <li>2) No Fee making side for enforcement action when people haven't complied with regulations.</li> </ol> <p>For fee earning the Council can set their own fees but it has to be cost neutral service. Fee income is short at covering the</p> |  |

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|            | <p>service. In conclusion that due to the size of the borough there is limited fee earning and Building Control is open to the market meaning the Council can get undercut.</p> <p>The Council has lost its Building Control Manager .Options are to have a shared service Leicestershire wide. Other authorities have shown very little interest. There were a lot of options to consider and a report will be brought back within six months.</p> <p>A Member was concerned that a decision had been made and had heard that another Authority is delighted we are giving building control work to them.</p> <p>The Director of Services informed the Member that nothing had been agreed with another Authority and that we need to look at all the options open to us.</p> <p>A Member welcomed the report but was concerned that no enforcement was taking place and that it was a concern for residents. The turnover of staff, people used to be using the Council as a stepping stone now it's a pebble.</p> <p>A Member queried the £282,000 cost and was informed that it was the whole cost of the service and was provided by management but the points raised would be clarified.</p> <p>A Member was pleased the Customer Services Transformation was on track and in relation to building control stated we should welcome people moving on to better careers but the concerns raised are a reality check on how we need to respond as an authority.</p> <p><b>RESOLVED:</b> That Members move recommendations as detailed in the report.</p> |  |
| <p>97.</p> | <p><b><u>ESTABLISHING INDEPENDENT COMMUNITY GROUPS – PRIDE OF THE BOROUGH</u></b></p> <p>The Committee gave consideration to the report and appendices delivered by the Director of Services as set out in report pages 177 to 178, which should be read together with these minutes as a composite document.</p> <p>The Director of Services gave the background to the report and recommendations sought. Members were informed that</p>   |  |

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|     | <p>there would be annual funding of £3000 and that any additional set up costs would come from the Greening of the Borough Reserve.</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. That the Pride of the Borough Group is established as an independent community group.</li> <li>2. That it is established on the principles as set out in Section 3 of the report.</li> <li>3. That funding will be assessed annually by the Council and mutually agreed with the group at such a level so that the group is able to fully provide the services, events and activities required. The presumption would be that funding will be granted on a 3 year cycle.</li> </ol>  |  |
| 98. | <p><b><u>THE BOROUGH OF OADBY AND WIGSTON (OFF STREET PARKING PLACES) ORDER 2015</u></b></p> <p>The Committee gave consideration to the report and appendices delivered by the Director of Services as set out in report pages 179 to 221, which should be read together with these minutes as a composite document.</p> <p>The Director of Services gave the background to the report and recommendations sought. Members were informed that no objections had been received and that the Order can be confirmed as advertised to come into effect on the 1 April 2015.</p> <p>A Member asked that if car park layout changes took place would the Order plans be amended. The Member was informed that they would.</p> <p><b>RESOLVED:</b> That the Borough of Oadby and Wigston (Off Street Parking Places) Order 2015 be confirmed as advertised, to come into effect on 1 April 2015.</p> |  |

The meeting closed at 21:15