



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 **TUESDAY, 16 JUNE 2015 at 7.00 pm** for the transaction of the business set out in the Agenda below.

Yours faithfully

Council Offices
Wigston
09 June 2015

Chief Executive

AGENDA

Page No's

1. The Meeting will be called to order to receive the Mayor and Deputy Mayor, and Members are asked to remain standing while the Meeting is led in Prayer.
2. Apologies for absence
3. Declarations of Interest
4. To read, confirm and sign the Minutes of the following meetings:
 - (a) Council - Tuesday, 21 April 2015 1 - 3
 - (b) AGM - Tuesday, 19 May 2015 4 - 7
5. Action List 8
6. Motions on Notice
7. Mayor's Announcements
8. Petitions, Deputations and Questions
9. Leader's Statement
10. Council Commitments 2015 -2019 9 - 22
11. ICT Delegated Service 23 - 25
12. The Local Authorities (Standing Orders) (England)(Amendment) Regulations 2015 26 - 28
13. Change Management Committee - Terms of Reference 29 - 30
14. 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 foregoing items

15. Reports of members appointed by the Council to serve on outside bodies

16. Exclusion of Press and Public

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

(a) Staffing Issues

**MINUTES OF A MEETING OF THE COUNCIL HELD
AT THE COUNCIL CHAMBER - COUNCIL OFFICES, WIGSTON ON
21 APRIL 2015**

IN ATTENDANCE:

Councillor Mrs Sarah A Dickinson - Mayor
Councillor M Latif Darr - Deputy Mayor

Councillors: Mrs L Eaton, G A Boulter, J W Boyce, D M Carter,
Miss M V Chamberlain, M H Charlesworth, Mrs E M Connell, R F Eaton,
D A Gamble, Mrs J M Gore, Mrs S Z Haq, J Kaufman, Mrs L Kaufman,
Mrs H E Loydall, K J Loydall, R E R Morris and Mrs S B Morris

Officers in attendance: Ms A Court, Miss G Ghuman, M Hall.

Min Ref	Narrative	Officer Resp
59.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>An apology for absence was received from Councillors L A Bentley, F S Broadley, Mrs L Broadley, P Swift and R Thakhor.</p>	
60.	<p><u>MINUTES OF THE PREVIOUS MEETING HELD ON 19 FEBRUARY 2015</u></p> <p>Resolved: That the Minutes of the previous meeting held on 21 April 2015 be taken as read confirmed and signed.</p>	
61.	<p><u>ACTION LIST</u></p> <p>None.</p>	
62.	<p><u>MOTIONS ON NOTICE</u></p> <p>None.</p>	
63.	<p><u>MAYORS ANNOUNCEMENTS</u></p> <p>The Mayor stated that there were several nominations for the next citizen of the year for which the panel have agreed a successful nominee, who has subsequently accepted their nomination. She stated that Councillor Peter Swift celebrated significant birthday and that a card was sent to him on behalf of all Councillors and the staff at Bushloe House and beyond. The Mayor noted that Councillor Richard Morris was partaking in the London Marathon in aid of Children with Cancer and for all to consider him in terms of generosity.</p>	

64.	<p><u>PETITIONS, DEPUTATIONS AND QUESTIONS</u></p> <p>None.</p>	
65.	<p><u>LEADERS STATEMENT</u></p> <p>The Leader thanked those Members that were retiring – namely Councillors Rupa Kanabar and Peter Swift. He proposed that upon the resumption of Council that Peter Swift be given the post of alderman, which Peter Swift has agreed to. Councillor Gore seconded the motion.</p>	
66.	<p><u>SCHEDULE OF MEETINGS 2015/16</u></p> <p>The Chief Executive noted that the report set out the draft schedule of meetings for 2015/16. He advised that this will be revisited at the AGM post the elections.</p> <p>RESOLVED: That the Schedule of Meetings for 2015/16 attached to the report be adopted.</p>	
67.	<p><u>TO RECEIVE THE MINUTES FOR INFORMATION OF THE MEETING OF THE MEETING OF THE FOLLOWING COMMITTEES, FORUMS, WORKING GROUPS AND OUTSIDE BODIES:</u></p> <p>Members pointed out the following errors in the minutes of Committees, Forums and Working Groups:</p> <ul style="list-style-type: none"> - In the minutes of the Oadby Residents Forum held on 4 March 2015, it was asked for them to be accepted subject to any amendments which are requested for clarity at its next meeting. - In the minutes of the Development Control Committee on 2 April 2015, Councillor Gore advised that she also voted against on minute reference 60. <p>A Member queried the minutes of the Greening of the Borough Working group asking for an update on the issue of fouling. The Chief Executive advised that there had been a Corporate Enforcement team meeting whereby a training package is being created and appropriate candidates are being selected to be trained. He further advised an education programme is being worked on and there has been positive feedback from the public. A Member stated that Officers have been out with High Vis jackets on this week. They have been seen by residents and doing well.</p> <p>RESOLVED: That the minutes of the meetings of the committees, forums and working groups as set out in the report be received. There was one abstention from Councillor K Loydall.</p>	

68.	<p><u>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</u></p> <p>RESOLVED: 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>	
69.	<p><u>REPORTS OF MEMBERS APPOINTED BY THE COUNCIL TO SERVE ON OUTSIDE BODIES</u></p> <p>None.</p>	

The meeting closed at 7.30 pm

Agenda Item 4b

**MINUTES OF A MEETING OF THE COUNCIL HELD
AT THE COUNCIL CHAMBER - COUNCIL OFFICES, WIGSTON ON
19 MAY 2015**

IN ATTENDANCE:

Mrs S A Dickinson - Mayor
Councillor M Latif Darr - Deputy Mayor

Councillors: G S Atwal, T Barr, L A Bentley, A R Bond, J W Boyce,
F S Broadley, Mrs L M Broadley, D M Carter, K Chalk, Miss M V Chamberlain,
M H Charlesworth, B Dave, Mrs L Eaton, R F Eaton, B Fahey, D A Gamble,
Mrs S Z Haq, J Kaufman, T Khong, Mrs H E Loydall, K J Loydall,
R E R Morris, Mrs S B Morris and R H Thakor

Officers in attendance: Ms A Court, Ms G Ghuman and M Hall

Min Ref	Narrative	Officer Resp
1.	<p><u>APOLOGIES FOR ABSENCE</u></p> <p>G A Boulter.</p>	
2.	<p><u>MAYORS ANNOUNCEMENTS</u></p> <p>None.</p>	
3.	<p><u>PRESENTATION</u></p> <p>a) Young Citizen of the Year 2015/2016</p> <p>Councillor R E R Morris paid tribute to Miss. Lara Taylerson-Whyte describing her as a deserving winner and excellent ambassador. The meeting heard of Miss Taylerson-Whyte's excellent work and dedication to projects and events in the Borough and neighbouring regions of South Leicestershire. She was recognised for her loyal contribution to the Youth Council to which she had attended all meetings. Miss Taylerson-Whyte received a silver salver and certificate alongside a floral presentation as a token of gratitude.</p> <p>b) Citizen of the Year 2015/16</p> <p>Mr. Mike Clay was invited by the Chair and presented with a silver salver and certificate in honour of his recognition. A floral presentation was made to his escort as a token of gratitude.</p>	
4.	<p><u>ADDRESS BY HER WORSHIP, MRS S DICKINSON</u></p> <p>The Mayor reflected upon her year in office, describing the role as an experience of enrichment. She thanked her Chaplain, a Mr. John Sutcliffe, and her daughters for supporting her and a Mrs. Lesley Evans for her moral support.</p>	

	<p>The Mayor made particular reference to the commemorative events of King Richard III which she described as her privilege to attend and represent on behalf of the Borough.</p> <p>The Mayor confirmed that an amount of £10,500.00 had been fundraised for the Alzheimer's Society to which its many contributors were thanked for their support.</p> <p>The Mayor expressed gratitude to her fellow Councillors for their support and expressed her hope that the incoming Mayor would enjoy as much fulfilment from the role as she did.</p>	
5.	<p><u>APPRECIATIONS</u></p> <p>The Leader of the Council, Councillor J W Boyce, led the appreciations for the Mayor's term of office stating that Councillor Dickinson had been a fantastic ambassador for the Borough and thanked her for a superb year. He too extended his gratitude to the outgoing Councillor her services as a councillor.</p> <p>The Leader of the Council echoed the sentiments of The Mayor in respect of the amount fundraised for the Alzheimer's Society and Wishes For Kids, in the hope that the funds raised were to bring joy and broaden the experiences of those involved and, or, affected.</p>	
6.	<p><u>ELECTION OF THE MAYOR FOR THE YEAR 2015/2016</u></p> <p>The Mayor, Councillor Mrs S A Dickinson, asked for nominations for the election to the Office of Mayor for the year 2015-2016.</p> <p>Councillor J Kaufman proposed, and Councillor D A Gamble seconded, that Councillor M L Darr be elected as Mayor for the ensuing year. Councillor J Kaufman stated that he was delighted to propose and support Councillor Darr in this office, describing him as a representative of the community. Councillor Gamble described Councillor Darr as principled man who had served the communities of Oadby well.</p> <p>Councillor B Dave welcomed the appointment of Councillor Darr as the Mayor of the Council, citing him to be very well-known and liked in all communities.</p> <p>The nomination was put to the vote and carried unanimously.</p> <p>RESOLVED: That Councillor M L Darr be duly elected to the Office of Mayor for the year 2015-2016.</p> <p>The newly-elected Mayor, Councillor M L Darr, read aloud the Declaration of Acceptance of Office and signed the Register. His Worship the Mayor and his Consort were invested with their respective Chains of Office.</p> <p>The Mayor addressed the meeting, thanking the retiring Mayor for her excellent work, his Proposer, Seconded and Councillor Dave for their nomination/s of him for Mayor and confidence in him, respectively.</p> <p>The newly elected Mayor pledged to do his best for the Borough and</p>	

	<p>nominated his chosen charity, the Leicester Hospital Charity, to assist newly-born premature babies and to provide additional facilities for the elderly.</p> <p>The Mayor presented Mrs S A Dickinson with the Post-Mayor's Medallion.</p>	
7.	<p><u>ELECTION OF THE DEPUTY MAYOR FOR THE YEAR 2015/2016</u></p> <p>The Mayor asked for nominations for the appointment to the Office of Deputy Mayor for the year 2015-2016. Councillor M H Charlesworth proposed Councillor R F Eaton as Deputy Mayor and congratulated the newly-elected Mayor upon his appointment and thanked his predecessor, Mrs S A Dickinson.</p> <p>Councillor Miss M V Chamberlain seconded the proposal.</p> <p>The proposal was put to the vote and carried unanimously.</p> <p>RESOLVED: That Councillor R F Eaton be duly elected to the Office of Deputy Mayor for the year 2015-2016.</p> <p>The newly-elected Deputy Mayor read the Declaration of Acceptance of Office and signed the Register. The Deputy Mayor and his Consort were invested with their respective Chains of Office.</p> <p>The Deputy Mayor addressed the meeting, thanking his Proposer and Secunder, and told the meeting that he was looking forward to fulfilling the expectations of the role in the year ahead.</p> <p>Floral presentations were made to the outgoing Mayor and her Consorts and the newly appointed Mayor and his Consort.</p>	
8.	<p><u>PROPOSED APPOINTMENT OF COMMITTEES AND MEMBERSHIP 2015/2016</u></p> <p>The Council considered a report setting out proposed memberships to the Council's Committees and associated appointments for 2015-2016, together with the additional paper circulated at the meeting and set out in report pages 1-7 which should be read together with these minutes as a composite document.</p> <p>RESOLVED:</p> <p>1) That the Committees and other bodies, and the nominations made to date, set out in the report, and additional paper, be noted.</p>	
9.	<p><u>FINAL SCHEDULE OF MEETINGS 2015/16 (TO FOLLOW)</u></p> <p>The Chief Executive presented the report of the final schedule of meetings for 2014/15 as set out in report pages 8-12.</p> <p>It was noted that some minor amendments of dates and times were required and that a final version of the schedule would be provided to Members in due course.</p>	

	<p>RESOLVED:</p> <p>That the Schedule of Meetings attached to the report be approved and adopted.</p>	
<p>10.</p>	<p><u>ANNOUNCEMENTS OF THE NEWLY ELECTED MAYOR</u></p> <p>The newly-elected Mayor, Councillor M L Darr invited all those present to accompany him to a Reception following the meeting at Parklands Leisure Centre, Oadby.</p>	

The meeting closed at 8.18 pm

Agenda Item 5

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>
47.	Motions on Notice	Contents of the motion be progressed	MH	March 2015	YES
55.	Bell Street, Wigston	Leicestershire County Council be approached with regards to the pedestrianisation of the Town Centre.	MH	March 2015	YES



Council	16th June 2015	Matter for Decision
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Title: COUNCIL COMMITMENTS 2015 - 2019

Author: Mark Hall, Chief Executive

1. Introduction

1.1 This report sets out for members' consideration a draft of the Council's potential over arching commitments for the next four years.

2. Recommendations

2.1 That members agree the over arching commitments of the Council for the next four years.

2.2 That once agreed further work will then be done in order to identify how these commitments will be delivered. That work will then be brought back to a future meeting of the Policy, Finance and Development Committee for further consideration by members.

3. Information

3.1 At the Borough Council elections in May 2015 the make-up of the Council changed as follows.

Pre May 2015

Conservatives	2 seats
First Conserve	2 seats
Liberal Democrats	22 seats

Post May 2015

Conservatives	6 seats
Labour Party	1 seat
Liberal Democrats	19 seats

3.2 This gives the Liberal Democrats overall control of the Council and as the leading group the potential to set the council's priorities for the next four years based on their election manifesto.

3.3 Section 3.4 below sets out those potential commitments and members are being asked to decide if they wish to adopt them for the next four years.

Whatever high level commitments are adopted, the next stage will be for officers to then develop key actions that will support and deliver those commitments and to bring them back to a future meeting of the Policy, Finance and Development committee for further consideration by members.

3.4

Draft

The Council's Commitments 2015 - 2019

Protect the Borough

The Council will resist any attempt by either the City or County Councils to impose their control over the Borough

Maintain Front Line Services

The Council is committed to free shoppers' car parking and weekly collection of waste and recycling. No change would ever be made without consultation.

Offering Choice when Possible

The Council will offer choice when possible.

Save Money through Service Redesign

The Council will look at all our services and redesign those that can be improved and cheaper to run.

Involve Residents and Partners

The Council is committed to continue with the town forums and to develop other community engagements systems. The Council will work with and continue to support partners.

Economic Development

The Council recognises the need to develop both housing and the town centres. This will be done with the maximum of public involvement and at minimum cost to the green spaces in the Borough

Greening the Borough

The Council will continue to invest in and encourage activities which result in a greener Borough including prioritising the protection of trees.

Improving the Health of Residents

The Council wants to ensure residents live a full and healthy life.

Value for Money

The Council will always accept any council tax freeze grant offered by the Government. The Council will endeavour to freeze council tax, but if it is raised, it will never rise more than by inflation.

4. Financial Implications

4.1 Whatever commitments the Council agrees to adopt for the next four years will be entirely linked with the financial resources available. Appendix 1 and 2 therefore sets out the best estimates in relation to the Council's medium term financial position as known at this time. This position will be subject to change as

the national and local funding picture becomes clearer and these developments will be brought before members for further consideration.

Email: mark.hall@oadby-wigston.gov.uk

Implications	
Financial (JD)	As set out in Appendix 1 and 2 of the report
Risk (PL)	As set out in Appendix 2 of the report
Equalities (AC)	EAs will be carried out as each commitment is developed.
Legal (AC)	No Significant issues.

Medium Term Financial Strategy 2014/15 to 2017/18**General Fund**

	2014/15 Revised Budget £ 000's	2015/16 Original Budget £ 000's	2016/17 Forecast £000's	2017/18 Forecast £ 000's
Net Service Expenditure	6,717	6,720	6,730	6,576
To/(From) Reserves	(248)	(258)	(90)	(90)
Corporate Items:				
Pension Increase	0	0	79	81
Capital Financing	307	336	629	631
Investment Income	(65)	(30)	(30)	(30)
Recharge to HRA	(201)	(300)	(300)	(300)
Net General Fund Expenditure	6,510	6,468	7,018	6,868
Funding:				
RSG/NNDR Funding	(2,774)	(2,487)	(2,402)	(2,325)
CT Freeze Grant	(165)	(38)	0	0
Collection Fund Deficit	6	131	100	100
Other Grants	(60)	(373)	(360)	(360)
New Homes Bonus	(238)	(318)	(437)	(507)
Use of General Fund Balances	56	0	0	0
Council Tax Income	(3,335)	(3,383)	(3,451)	(3,520)
Funding Deficit/(Surplus)	0	0	468	256

Reserves/Balances

	2014/15 Revised Budget £ 000's	2015/16 Original Budget £ 000's	2016/17 Forecast £000's	2017/18 Forecast £ 000's
General Fund Balances				
Opening Balances	891	947	947	479
Surplus in Year	56	0	0	0
Funding Revenue Expenditure	0	0	(468)	(256)
Closing Balances	947	947	479	223
Earmarked Reserves				
Opening Reserves	5,640	4,159	3,574	3,709
Receipts in Year	470	225	225	225
From General Fund	402	0	0	0
From Revenue income	10	10	10	10
Funding Capital	(1,703)	(552)	0	0
Funding Revenue Expenditure	(660)	(268)	(100)	(100)
Closing Reserves	4,159	3,574	3,709	3,844

Changes – Year on Year

Assumptions

- Funding:

- A 1% increase in Council Tax base - £34k
- A 1% rise in Council Tax as dictated by the budget strategy (October 2014) - £34k
- A reduction in Revenue Support Grant of 8.75% per year - £99k
- A 1% rise in NNDR income per year - £14k
- The loss of the Council Tax Freeze Grant (inevitable if Council Tax is increased) - £38k
- The presumption that either the Government will continue to compensate council's for the loss of business rates income through Section 31 Grant or that council's will be able to collect the full rate - £360k

- The level of New Homes Bonus will be as detailed below in the table.

Growth Year End	2014/15 Actual £ 000's	2015/16 Actual £ 000's	2016/17 Actual £ 000's	2017/18 Actual £ 000's
Oct 10	73	73	73	0
Oct 11	6	6	6	6
Oct 12	98	98	98	98
Oct 13	61	61	61	61
Oct 14		75	75	75
Oct 15			124	124
Oct 16				143
Total	238	313	437	507

- Expenditure/Income:

- A 1% cost of living salary increase - £42k
- A 2% rise in employer's pension contributions - £79k
- A reduction in the leisure management fee for 2016/17 of £90k and a further reduction of £253k in 2017/18
- An increase in capital financing as a result of a statutory requirement to make a minimum revenue provision and interest on borrowing related to the new leisure facilities - £293k
- A reduction in recycling credit income receivable from Leicestershire County Council - £80k

Changes Resulting in an Improvement in the MTFS Position

- Business rates income holding up better than envisaged a year ago due to economic conditions
- The effect of balancing the budget for 2015/16 and no strong growth showing for 2016/17
- The latest estimates of new homes coming back into occupation have increased the level of New Homes Bonus. This is mainly due to the level of new building.
- Council Tax income is set to rise because of a rise in the Council Tax base and a rise in the Band D Council Tax of 1%

Risks

A risk and sensitivity analysis is attached at Appendix 2

The actual outturn position for the financial year 2014/15 will affect the level of reserves shown. This information will be available in late June (subject to audit).

Risk and Sensitivity Analysis for 2014/15 and Forward Forecast to March 2018

The table below identifies the key financial risks and sensitivities that the Council faces over the period to March 2018. 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
Pay Inflation	Mainly not	1% in April 2016 and thereafter	National settlement at higher level	Possibility of greater rise in pay inflation for 2016/17	A 1% pay rise would equate to £51,000.	Sufficient balances exist to cover pay increases
Price Inflation	No	The rate dictated contractually has been added to contracted services only. A rate of 2.8% was used for forward projections into 2016/17 and 2017/18	That price rises are greater than assumed.	The retail and consumer price indices for January 2014 were 1.1% and 0.3% 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

Factor	Directly Controllable by OWBC?	Base Assumption	Key Risks	Likelihood of Different Outcome	Financial Implications	Controls and Mitigation
National Financial Climate	No	Cautious provision made	Greater demand for services, reduced resources	Scope and depth of current economic climate unknown	Examples included in reports	Budgetary control, virements, Contingency Reserve and service adjustments
New Legislation: Localism Act New Homes Bonus Local Government Finance Act	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
Changed Council Priorities	Yes	Budget strategy is linked to updated 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
Level of Government Funding	No	Overall reduction of 15% in Settlement Funding Assessment. A further 3% is assumed in 2016/17 and again in 2017/18.	Lower grant level than expected	Funding levels beyond 2015/16 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

Factor	Directly Controllable by OWBC?	Base Assumption	Key Risks	Likelihood of Different Outcome	Financial Implications	Controls and Mitigation
Local Development Framework	Partly	Budget provision has been made using Housing and Planning Delivery Grant	Potential for variation in cost of individual schemes or changes in regulations	Uncertain	Currently funded as previously stated	Budgetary control
VAT Partial Exemption	Partly	No immediate impact on budget with no capital build	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
Capital/ Borrowing	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
Interest Rates	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)	Medium. The recent fall in oil prices has had a deflationary impact, but the economy is growing. Rates are not expected to increase until 2016-17.	In the medium term the impact of a rise would be minimal as the Council's existing PWLB borrowing is fixed rate. Potentially an adverse impact on the financing costs of the new leisure facilities.	Adjust Treasury Management Strategy, budgetary controls, CIPFA controls in place

Factor	Directly Controllable by OWBC?	Base Assumption	Key Risks	Likelihood of Different Outcome	Financial Implications	Controls and Mitigation
Investment Practice	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.
Pension Contributions	No	Known increases in employers contribution and actuarial strain payments included	Market conditions and demand on the Pension Fund including those resulting from the new automatic enrolment and workplace pension reform	High	Unknown but could be significant	Forecast/forward strategy, liaison with Leicestershire County Council, monitoring interim evaluation results, agree stepped profile arrangements, policy on early retirement.
Changes in Consumer Expectations/Demand	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 economic uncertainty.	Directly dependent on increases or reductions in demand	Consumer consultation and performance monitoring.
Demographic Population Growth	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

Factor	Directly Controllable by OWBC?	Base Assumption	Key Risks	Likelihood of Different Outcome	Financial Implications	Controls and Mitigation
Interaction with Leicestershire County Council and other Partners	Yes	Financial support from Leicestershire County Council, Central Government and other organisations and partners	Adequacy of control/admin of partners, residual costs falling on Council as accountable body	Medium	Unknown but could be significant	Financial Regulations, regular support services involvement
Council Tax Level	Yes	Council Tax Freeze Grant to be taken for 2015/16 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 £34,000 in net expenditure	Advice of Section 151 Officer, liaison with Members, balance between use of reserves and targeted efficiency savings
	No	Council Tax frozen in 2015/16. Later years' MTFS assumes 1% increase p.a.	Government further freezes Council Tax levels without compensation or with one-off saving	Medium		Council Tax freeze would require compensating reductions in planned spending within services. A grant to freeze Council Tax would also require further savings

Factor	Directly Controllable by OWBC?	Base Assumption	Key Risks	Likelihood of Different Outcome	Financial Implications	Controls and Mitigation
Savings and Efficiencies Targets	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
Failure in Budgetary Control	Yes	Income and expenditure will be within budget	Higher expenditure and lower income. External events outside Council control	Low, given budget monitoring processes. Impact of any significant unforeseen events unknown	A 1% variance in net General Fund budget is equivalent to 2% on the Council Tax	Budgetary Control, Virements, contingency provision, reserves, service adjustments
Localisation of Business Rates	No	No reduction in Tax Base	A major employer leaves the Borough and impacts on the business sale due to the Council	Medium	5% cap on max Business Rate losses	Early identification of specific areas where savings will be made. Lean systems reviews, adjust budgets, ongoing monitoring of delivery of savings, use of reserves

Factor	Directly Controllable by OWBC?	Base Assumption	Key Risks	Likelihood of Different Outcome	Financial Implications	Controls and Mitigation
Impact of the Universal Credit	No	Increase in provision for bad debts from 2% up to 4%	The Grant given to the Council is reduced before the Council can reduce costs	Medium	1% loss of housing rent is £50,460; 1% loss of Council Tax is equal to £34,000	A reduction in the amount of grant will require compensating reductions in planned spending within services
Recession	No	Reduction in Government Grant	Income significantly affected by recession	Medium	1% loss of income is £25,000	Mitigation by planned use of reserves. Regular updating and monitoring undertaken
Comprehensive Spending Review	No	Based on trends of previous review. A new CSR is expected after the election. A new Government budget is expected on 8 July 2015	Could change significant funding streams	Medium	Variable depending on risks identified	Budgetary control. Careful strategic monitoring by CFO.
House Building Level	No	Based on estimates provided by planning of known schemes.	Influences the level of New Homes Bonus receivable. Current upturn in house building may be temporary due to lack of sites in urban area.	Medium	Each new home brought back into occupation adds on average £1k to grant received.	Careful monitoring and estimation of levels of future house building

Factor	Directly Controllable by OWBC?	Base Assumption	Key Risks	Likelihood of Different Outcome	Financial Implications	Controls and Mitigation
All MTFS not adequately identified	Yes	Main risks identified	Risk not accurately identified. Risk further increased by number of Government consultation papers	Medium	Variable depending on risks identified	Council risk management framework ensures operational and strategic risks are identified



Council	16th June 2015	Matter for Decision
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Title: **ICT DELEGATED SERVICE**

Author: **Paul Langham, ICT Manager**

1 Introduction

The purpose of this report is to provide Councillors with an update on the ICT Shared Service and the successful bid for the Transformational Challenge Award (TCA).

In January 2009 Oadby and Wigston Borough Council delegated its ICT Service to Hinckley and Bosworth Borough Council (HBBC), to set up a Shared Service arrangement. The prime benefits of the arrangement were to reduce ICT running costs and provide greater resiliency.

Since 2009 the Shared Service has grown further with Blaby District Council (BDC) and Melton Borough Council (MBC) joining the partnership. This has brought about further savings and increased procurement power still further.

Hinckley and Bosworth Borough Council, as the delegated lead, have delivered the service in conjunction with an outsourced provider Steria. The contract with Steria is due to terminate in March 2016 and HBBC are currently leading a procurement exercise to renew that contract.

2. Recommendations

It is recommended that Members:

2.1 Confirm their commitment to the continued delegation of the ICT service to Hinckley and Bosworth Borough Council, in partnership with Blaby District Council and Melton Borough Council and to the new outsourced Contract;

2.2 Confirm that Oadby and Wigston Borough Council will take a full and active role in the consultation on the future of the service and the proposed procurement exercise;

2.3 Acknowledge the Transformation Challenge Award Bid for ICT and Electronic Customer Services.

3 Information

3.1 Shared Service Benefits

The ICT Shared Service has been a success in a number of areas; the cost of the ICT Resource has reduced by £38,000 per annum, shared procurement has delivered a further saving of £15,000 per annum, and during the six years that OWBC has been part of the Shared Service significant technology refreshes have been introduced with little day to day impact. Some examples of which include Server Virtualisation,

Windows 7 upgrades, implementing a Remote Access Solution, and introducing a Central Government accredited network,

The Shared Service has also improved resilience for the Authority both in terms of staff and technology. OWBC now have a larger pool of staff to call upon, with a greater range of expertise; and specialists in Web Development, Uniform and Geographical Information Systems. The latter being particularly beneficial in the development of service areas, improvements have been made to the Housing System, the Refuse and Recycling system as well as Revenues and Benefits system. All of which would have been more expensive if undertaken by OWBC alone.

The Technical infrastructure is also now more resilient. OWBC is linked to Blaby District Council as well as Hinckley. This provides alternative routes to access the internet as well as core systems such as Revenues and Benefits. The Servers are also backed up to Hinckley to provide a fully resilient Disaster Recovery solution.

3.2 Transformation Challenge Award

In addition to the benefits accrued directly through the Shared ICT Service, OWBC has also benefited from a joint TCA bid; this has brought in £60,000 towards the new Customer Services System (CRM) which is pivotal to the move to Bell Street. The award was open to Local Authority's that are working together to improve services to the local community and would not have been possible had the ICT Shared Service not been in operation.

A further £93,000 has been provided to consolidate the four Authority's ICT Infrastructure. This is of significant benefit to OWBC and BDC where the current Data Centre's are in need of refurbishment. The TCA bid has removed the need for OWBC to fund refurbish the Data Centre, and will reduce the running costs through the use of more efficient facilities.

3.3 New ICT Contract

The outsourced contract managed by HBBC on behalf of the Shared Service is due for renewal in April 2016 and it is HBBC's intention to tender the contract on behalf of the four Authorities. This, together with the TCA improvements, is expected to bring about further ICT savings in 2017/18 onwards of approximately £20,000 pa.

3.4 Alternative Options

There are two broad alternatives to the Shared Service option described above. The service could be brought back in-house or OWBC could procure the service directly. Both options have significant implications and would require senior management, procurement and legal resources to deliver.

Insourcing of the Service would involve TUPE transfer of staff, and the recruitment of officers to cover management and helpdesk functions. This would reverse the benefits accrued over the last six years as shared posts would need to be re-appointed.

Procuring a contract directly would provide OWBC with a service similar to the arrangement currently in place. The key difference being that the client activities undertaken by the Shared Service ie Procurement, Budget Management, Hardware Maintenance, Client Management, ICT Strategy and Policies would need to be undertaken by OWBC staff. This would be extremely difficult and likely to cost more than the contribution made to the Shared

Service. Any procured contract is also likely to be more expensive as OWBC alone do not have the economies of scale that the partnership brings.

In addition if OWBC decide to leave the partnership, the TCA funding would be put at risk and at the very least, OWBC would lose the benefits of a consolidated infrastructure.

4 Financial Implications

The Shared ICT Service has delivered the benefits and savings that were envisaged in 2009, however, further savings have also been made as partnership has grown. The Authority can progress with the partnership, which together with the TCA funding, is expected to deliver further savings in 2018/19. If the Authority decided to leave the partnership, then it is unlikely that these savings would be realised, and the Authority would need to fund a procurement exercise.

Email: Paul.Langham@oadby-wigston.gov.uk Tel: 01455 255995

Agenda Item 12



Council	16 JUNE 2015	Matter for Decision
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Title: THE LOCAL AUTHORITIES (STANDING ORDERS) (ENGLAND) (AMENDMENT) REGULATIONS 2015 – Amendment to Officer Employment Procedure Rules

Author: **Anne Court, Director of Services and Monitoring Officer**

1. Introduction

To note The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015, hereafter referred to as 'The Regulations' and authorise the consequential amendments to the Constitution to ensure compliance with the legislative provisions.

2. Recommendations

1. To note the Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015
2. that the Officer Employment Procedures in Part 4 of the Constitution be modified to incorporate the provisions of the Regulations
3. that authority be given to the Change Management Committee to consider and approve more detailed disciplinary and dismissal procedures for the Head of Paid Service, Monitoring Officer and Chief Finance Officer, incorporating the requirements of the amended Officer Employment Procedures.

3. Information

3.1 The statutory officers being the Head of Paid Service (Chief Executive), the Monitoring Officer (Director of Services) and the Chief Finance Officer (part time post appointed under S151 of the Local Government Act 1972) are subject to a statutory disciplinary scheme contained within the Local Authorities (Standing Orders) (England) Regulations 2000 (the Regulations). These Regulations permitted the suspension of any one of the statutory officers but prohibited any other disciplinary action except in accordance with a recommendation in a report made by a Designated Independent Person (DIP). The DIP is a person who is agreed between the Council and the relevant officer or in default of such agreement a person appointed by the Secretary of State.

3.2 On 11 May 2015 amendments to these Regulations came into force (The Local Authorities (Standing Orders) (Amendment) (England) Regulations 2015 which introduced a new procedure in relation to the dismissal of statutory officers. The amendment Regulations require that, no later than the first ordinary meeting of the authority falling after 11th May 2015, the authority must, in respect of disciplinary action against any of the statutory officers incorporate in its standing orders certain provisions as set out in the Regulations or provisions to like effect, and to modify any other of its standing orders to conform with the provisions set out in the Regulations. The provisions within Part 4 of the Council's Constitution under Officer Employment Procedure Rules will be

amended accordingly to ensure that they comply with the provisions of the Regulations.

3.3 The 2015 Regulations:-

require that the final decision to dismiss any of the statutory officers must be by resolution of full Council;

Remove the requirement to appoint, or to act in accordance with the report and recommendations of, a DIP;

Require Council to appoint a Committee (referred to in the regulations as "the Panel") which must include at least 2 "Independent Persons";

Require that, before taking a vote on whether to approve such a dismissal, Council must take into account, in particular—

(a) any advice, views or recommendations of the Panel;

(b) the conclusions of any investigation into the proposed dismissal; and

(c) any representations from the statutory officer who is the subject of the proposed dismissal.

"A Panel" means a committee appointed by the authority under section 102(4) of the Local Government Act 1972 for the purposes of advising the authority on matters relating to the dismissal of relevant officers of the authority. As a committee of the authority such a panel will need to be politically proportionate. The Council has not previously provided for any form of staffing committee other than panels for appeals and interviews of senior officers. At the Annual General Meeting on 16 May 2015 a politically balanced Change Management Task Group was approved with the proposed Terms of Reference an item on this Council meeting agenda which includes the consideration of staffing matters. It is recommended that for the purposes of the regulations the required committee/panel be the Change Management Task Group.

- 3.4 There will be a need to produce a detailed procedure for the application of the new requirements in practice, and this report recommends that authority be given to the Change Management Committee to agree those detailed procedures in due course with advice from an external legal advisor.
- 3.5 The effect of the regulations is to dispense with the requirement to appoint a DIP and for the independent element it provided for in disciplinary proceedings to be provided by the Independent Persons appointed in relation to the Code of Conduct under the Localism Act 2011 as part of a committee (panel) of the Council. Although the regulations only cover dismissals, members are advised that it would be sensible for the Panel to be the body which holds any disciplinary hearing in respect of a statutory officer as in practice it will not always be possible to determine in advance whether a particular disciplinary issue might lead to dismissal.
- 3.6 Members will recall that when the amended Code of Conduct was introduced under the Localism Act a joint recruitment exercise was undertaken by a number of authorities across the County as a result of which 9 Independent Persons were appointed. For the purposes of the Regulations, the same pool of Independent Persons may be utilised. It is intended to send an expression of interest to the existing 9 appointed Persons for participation on any necessary panel.

3.7 Whilst at this stage the statutory requirements must be referenced in the Council's Standing Orders however it is right to say that the finer details of the dismissal procedures are yet to be worked out. The JNC terms and conditions for such Officers have not been re-negotiated nationally (they still make reference to the 'DIP') and the law fails to account for basic "legal" considerations such as the right to a fair and impartial investigation (which is likely to mean "external" investigation given the seniority of the Officers involved) and the right to an appeal procedure (made extremely difficult where Full Council is the first-line decision-maker/dismissor).

Email: anne.court1@oadby-wigston.gov.uk Tel: 0116 2572602

Background Papers: The Local Authorities (Standing Orders) (England) (Amendment) Regulations 2015, and the relevant Explanatory Memorandum issued by the Department for Communities and Local Government
Local Government Association Advisory Bulletin No.624 – Workforce: Employment Relations

Implications	
Financial (JD)	A budget needs to be available to meet any incidental independent person's expenses
Risk (AC) (CR8)	Some elements of the procedural requirements specified within The Regulations do not appear to comply with accepted employment law or the principles of natural justice, and this may lead to a challenge should one of the statutory officers be put through a dismissal process. It is understood that the Local Government Association are liaising with the Government with regard to the potential problems within The Regulations, and if further guidance or amendments to the legislation are produced, officers will ensure that any required amendments to the specified processes are dealt with appropriately. CR8 – organisational/transformation change.
Equalities (AC)	None significant
Legal	The incorporation of the Regulations into Standing Orders is a statutory requirement.



Council	16th June 2015	Matter for Decision
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Title: **CHANGE MANAGEMENT COMMITTEE – TERMS OF REFERENCE**

Author: **Mark Hall, Chief Executive**

1. Introduction

1.1 This reports requests members' consideration and adoption of the terms of reference for the new Change Management Committee

2. Recommendation

2.1 That members consider and adopt the terms of reference suggested in this report

3. Information

3.1 These terms of reference are based on the existing standard format used by the Council

3.2 **Suggested Terms of Reference for Change Management Committee**

1. **Purpose and Remit of the Committee**

- a. To carry out the employment and staffing functions of the council which are not delegated to officers or reserved to full council. This includes The Local Authorities (Standing Orders) (England) Regulations 2001 (as amended)
- b. To provide oversight and scrutiny of any major change management projects being carried out within the organisation
- c. To provide oversight and scrutiny of any major staffing related issues that could affect the outcomes delivered by the council
- d. To make any consequent recommendations arising out of the above to the appropriate committee of the Council or to the Council

2. **Membership**

- a. Members will be appointed to the Committee at the Annual General Meeting of each municipal year
- b. The membership of the Committee will reflect the political representation of the Council as a whole

3. Accountability and Duration

- a. The lead officer will meet/liaise with the Chair of the Committee at least one week prior to the committee meeting
- b. The Chair of the Committee for 2015/16 is Councillor M Charlesworth
- a. The lead officer will vary depending upon the subject matter being considered by the Committee

Email: mark.hall@oadby-wigston.gov.uk

Implications	
Financial	No significant implications
Risk (AC)	CR6 Regulatory Governance.
Equalities (AC)	None significant
Legal	These Terms of Reference incorporate the most up to date statutory requirements and should be read in conjunction with Agenda Item 11.