



# Oadby and Wigston Borough Council

## TO COUNCILLOR:

Mrs L M Broadley  
Mrs L Eaton  
L A Bentley  
G A Boulter  
J W Boyce  
F S Broadley  
D M Carter  
Miss M V Chamberlain  
M H Charlesworth

B Dave  
M L Darr (Mayor)  
R F Eaton (Deputy Mayor)  
D A Gamble  
Mrs S Z Haq  
J Kaufman  
Mrs H E Loydall  
K J Loydall  
R E R Morris

Mrs S B Morris  
R H Thakor  
G S Atwal  
T Barr  
Ms A R Bond  
Ms K Chalk  
B Fahey  
Dr T K Khong

Dear Councillor et al,

I hereby summon you to attend a meeting of the **COUNCIL** to be held at the Council Offices, Station Road, Wigston on **THURSDAY, 18 FEBRUARY 2016 at 7.00 PM** for the transaction of the business set out in the Agenda below.

Yours faithfully

Council Offices  
Wigston  
10 February 2016

Mark Hall  
Chief Executive

## AGENDA

## PAGE NO'S

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

The meeting of the Council will be called to order to receive His Worship The Mayor and Deputy Mayor. Members, Officers and those otherwise in attendance are asked to remain standing whilst the Meeting is led in prayer by the Chaplin.

### 2. **Apologies for Absence**

### 3. **Declarations of Interest**

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

### 4. **Reading, Confirmation and Signing of Minutes**

1 - 17

To read, confirm and sign the Minutes of the previous meeting of the Council

held on Tuesday, 08 December 2015 in accordance with Rule 17 of Part 4 of the Constitution.

**5. Action List** **18**

To read, confirm and note the Action List arising from the previous meeting of the Council held on Tuesday, 08 December 2015.

**6. Motions on Notice**

To consider any Motions on Notice in accordance with Rule 12 of Part 4 of the Constitution.

**7. Petitions, Deputations and Questions**

To receive any Petitions and, or, Deputations in accordance with Rule 24 of Part 4 of the Constitution.

Members are reminded that in accordance with Rule 11.1 of Part 4 of the Constitution, questions can be asked of the Leader of the Council and the Chair of a Committee without notice upon an item of the report of a Committee when that item is being receiving or under consideration by the Council.

**8. Mayor's Announcements**

**9. Leader's Statement**

**10. Corporate Plan** **19 - 24**

**11. Budget Proposals 2016/17** **25 - 56**

**12. Council Tax Setting 2016/17** **57 - 60**

**13. Pay Policy Statement 2016/2017** **61 - 70**

**14. Response to Government Consultations** **71 - 78**

**15. Update on Local Development Orders** **79 - 86**

**16. Receiving of Minutes for Information**

The Council will receive the minutes from the meetings of the below-mentioned Committees, Forums, Working Groups and Outside Bodies for the purposes of information in accordance with Rule 17 of Part 4 of the Constitution.

**a) Minutes of the Oadby Residents' Forum held on Wednesday, 04 November 2015** **87 - 92**

**b) Minutes of the South Wigston Residents' Forum held on Tuesday, 10 November 2015** **93 - 99**

**c) Minutes of the Wigston Residents' Forum held on Wednesday, 11 November 2015** **100 - 106**

**d) Minutes of the Development Control Committee held on Thursday, 19 November 2015** **107 - 116**

**e) Minutes of the Greening of the Borough Working Group held on Monday, 23 November 2015** **117 - 119**

**f) Minutes of the Community Engagement Forum held on Thursday, 10 December 2015** **120 - 124**

**g) Minutes of the Development Control Sub-Committee (Enforcement)** **125 - 128**

**held on Monday, 11 January 2016**

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|--|------------------|
| <b>h) Minutes of the Place Shaping Working Group held on Tuesday, 12 January 2016</b>  | <b>129 - 132</b> |
| <b>i) Minutes of the Licensing and Regulatory Committee held on Thursday, 14 January 2016</b>  | <b>133 - 140</b> |
| <b>j) Minutes of the Service Delivery Committee held on Tuesday, 19 January 2016</b>   |                  |
| ★ Members are advised that the Minutes of the Service Delivery Committee held on Tuesday, 19 January 2016 shall be received in a Supplementary Agenda Update issued ahead of the meeting of the Council in due course.     |                  |
| <b>k) Minutes of the Change Management Committee held on Wednesday, 20 January 2016</b>  | <b>141 - 144</b> |
| <b>l) Minutes of the Development Control Committee held on Thursday, 21 January 2016</b>   |                  |
| ★ Members are advised that the Minutes of the Development Control Committee held on Thursday, 21 January 2016 shall be received in a Supplementary Agenda Update issued ahead of the meeting of the Council in due course. |                  |
| <b>m) Minutes of the Policy, Finance and Development Committee held on Tuesday, 02 February 2016</b>   | <b>145 - 155</b> |

# Agenda Item 4

**MINUTES OF A MEETING OF THE COUNCIL HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 8 DECEMBER 2015 COMMENCING AT 7.10 PM**

<b><u>IN ATTENDANCE:</u></b>		
Mayor - Councillor M Latif Darr Deputy Mayor - Councillor Robert F Eaton		
<b>COUNCILLORS (21):</b>		
Mrs L M Broadley Mrs L Eaton L A Bentley G A Boulter J W Boyce F S Broadley D M Carter	Miss M V Chamberlain M H Charlesworth D A Gamble Mrs S Z Haq J Kaufman Mrs H E Loydall K J Loydall	Mrs S B Morris R H Thakor G S Atwal Ms A R Bond Ms K Chalk B Fahey Dr T K Khong
<b>OFFICERS IN ATTENDANCE (6):</b>		
S J Ball Mrs A E Court	S Eyre M W L Hall	M Hone A Thorpe

Min Ref.	Narrative	Officer Resp.
40.	<p><b><u>CALLING TO ORDER OF THE MEETING AND PRAYERS</u></b></p> <p>The meeting was called to order to receive His Worship The Mayor and Deputy Mayor.</p> <p>The meeting was led in prayer by The Mayor in the absence of the Chaplin.</p> <p>A minute's silence was observed in memory of those who had lost their lives in recent terrorist attacks that had taken place worldwide, most recently those in Paris, France on 13 November 2015.</p>	
41.	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>An apology for absence was received from Councillors R E R Morris, B Dave and T Barr.</p>	
42.	<p><b><u>DECLARATIONS OF INTEREST</u></b></p> <p>Councillor K J Loydall declared that he knew and has worked with two of the Panel Members of the Independent Remuneration Panel in respect of agenda item numbers 11, 16l and 16r respectively.</p> <p>The Leader of the Council, Councillor J W Boyce, declared that he was to leave the Chamber in respect, and for the duration, of agenda item 11.</p>	
43.	<p><b><u>READING, CONFIRMATION AND SIGNING OF MINUTES</u></b></p> <p><b><u>MINUTES OF THE MEETING OF THE COUNCIL HELD ON TUESDAY, 01 SEPTEMBER 2015</u></b></p>	

	<p><b>RESOLVED THAT:</b></p> <p>The minutes of the Meeting of the Council held on Thursday, 01 September 2015 be taken as read, confirmed and signed.</p> <p><b><u>MINUTES OF THE EXTRAORDINARY MEETING OF THE COUNCIL HELD ON TUESDAY, 27 OCTOBER 2015</u></b></p> <p><b>RESOLVED THAT:</b></p> <p>The minutes of the Extraordinary Meeting of the Council held on Tuesday, 27 October 2015 be taken as read, confirmed and signed.</p>	
<p><b>44.</b></p>	<p><b><u>MOTIONS ON NOTICE</u></b></p> <p>The Council gave consideration to and debated the Motion on Notice (at page 8) as delivered by the Chief Executive in respect of the proposals put forward by the Local Government Boundary Commission for England (LGBCE) for County Council wards in Oadby and Wigston. This should be read together with these minutes as a composite document.</p> <p>The Motion was moved by the Deputy Leader of the Council, Councillor M H Charlesworth.</p> <p>The Member disapproved of the proposals outlined which, in his opinion, sought to divide in half the Little Hill Estate, Wigston so described as a distinctly recognised community. He stated that he did not agree with the splitting of communities in order to meet ward quotas and “electoral equality”. It was said that the Motion before Members served to reinforce the strong views gauged at the three Residents’ Forums in favour of the status quo.</p> <p>The Motion was seconded by Councillor J Kaufman who reserved his right to speak upon the Motion.</p> <p>Councillor L A Bentley criticised the bringing forward of the outlined proposals by Leicestershire County Council in light on the current adverse economic climate. The Member noted that although the subject-matter did attract a measure of public-apathy, there was a real concern that the views of Borough residents were not being respected. He stated that he was in support the Motion vis-a-vis the process undertaken.</p> <p>Councillor G A Boulter agreed with the sentiments of aforementioned Members. He described the outlined proposals as a deliberate attempt to cause separation within, and between the, Oadby and Wigston areas in terms of the division of communities and distinct socio-economic groupings. He raised a concern in respect of the quality, of lack thereof, of information informing a poor decision-making process and that the clarity of the wording of the proposals required a review by polling station.</p> <p>Councillor D A Gamble stated that he supported the Motion. The Member said that the LGBCE had failed to adequately consider the notions of local democracy and community and that the proposals outlined, if adopted, were to misrepresent residents in each respective locality.</p>	

	<p>Councillor J Kaufman stated that the letter sent by this Council to the LGBCE was done so on the premise of not permitting the creation of a two-Member ward to which the Member equally expressed disapproval. The Member emphasised that the Oadby and Wigston areas had two unique identities with their respective town centres and heritage pre-dating the formation of this Council in 1974 from the merger of the Oadby and Wigston urban districts.</p> <p><b>RESOLVED THAT:</b></p> <p><b>1. That this Council:</b></p> <p>Objects in the strongest possible terms to the proposals put forward by the Local Government Boundary Commission for England (LGBCE) for the County Council wards in Oadby &amp; Wigston.</p> <p><b>2. That this Council notes that:</b></p> <p>a) The two-Member ward (Oadby South &amp; Wigston East) puts two separate and distinct communities together. This proposed ward cuts in half the Little Hill Estate - a recognised community with its own residents association.</p> <p>b) In putting forward these proposals the LGBCE has ignored all its own rules and guidance with the exception of electoral equality.</p> <p><b>3. That this Council therefore requests that:</b></p> <p>The LGBCE drop their current proposals, and to keep Oadby as a two-Member ward and adopt the alternative proposals previously put forward for the three wards in Wigston.</p> <p><b>Votes For</b>                    22  <b>Votes Against</b>            1  <b>Abstentions</b>                0</p>	
45.	<p><b><u>MAYOR'S ANNOUNCEMENTS</u></b></p> <p>The Mayor advised that a list of Official Mayoral Engagements attended by The Mayor and, or, Deputy Mayor thus far in the municipal year would be circulated to Members.</p> <p>The Mayor announced that a charitable collection in trust of the Mayor's nominated charity, the Leicester Hospitals Charity, was to be held at Sainsburys on Bell Street, Wigston on Sunday, 13 December 2015.</p> <p>The Mayor further announced that the Members' Civic Service was to be held on Saturday, 23 January 2016 at the Oadby Community Centre on Sandhurst Street, Oadby.</p>	
46.	<p><b><u>PETITIONS, DEPUTATIONS AND QUESTIONS</u></b></p> <p>None.</p>	
47.	<p><b><u>LEADER'S STATEMENT</u></b></p> <p>The Leader of the Council, Councillor J W Boyce, acknowledged the</p>	JB/MH

	<p>challenges ahead faced by this Council in respect of the recent announcement citing a 30% reduction in the local government budget, amounting to a 5% overall cut from 2016, as presided over by the Conservative First Secretary of State and Chancellor of the Exchequer, The Rt Hon George Osborne MP. With reference to agenda item 10 (at pages 13 - 85), the Leader stated that the future direction of the proposed Combined Authority for Leicester and Leicestershire still required further clarification. He noted that the intended devolution of powers from central to local government by 2020 allowing local authorities to retain 100% of local taxes – including revenues from business rates – upon closer analysis would not yield as good returns as first expected and thus warned of a forthcoming review in the new year to address this. It was said that a renewed focus was incumbent upon this Council to protect front-line services within the Borough and in such a way as to continue to improve the standard and efficiency of service-delivery within inherited budgetary-constraints.</p> <p>The Leader of the Council equally acknowledged the achievements secured by the Council. This was said to include the opening (and at a notable saving) of two architecturally-pleasing and modern swimming pool facilities at Parklands Leisure Centre, Oadby and Station Road, Wigston. He further commended the opening of the Council’s Customer Services Centre on Bell Street, Wigston on 12 October 2015 noting the greater convenience afforded to residents by virtue of its more central location in the heart of Borough’s community. He stated that the two aforementioned projects served as an invitation to continue this type of pro-active and customer-orientated work into the years ahead insofar to bring service-access ever closer to residents of the Borough. It was also reported that it was the Council’s plans to increase the provision of social-housing within the Borough and that the financial arrangements to realise this intention were to be finalised next year.</p> <p>The Leader of the Council wished all those in attendance and the residents of the Borough a Merry Christmas and, moreover, a “better” New Year.</p>	
<p><b>48.</b></p>	<p><b><u>RESPONSES TO NOTICES OF MOTION</u></b></p> <p>The Council gave consideration to the report and appendices (at pages 9 - 12) as delivered by the Chief Executive, which should be read together with these minutes as a composite document, and invited Members to instruct accordingly.</p> <p>Councillor Mrs H E Loydall expressed gratitude to the Chief Executive for the forwarding-on of Members’ resolved Motions and extended her gratitude for the responses received from the MP for the Harborough Constituency, The Rt Hon Sir Edward Garnier QC, and the Parliamentary Under-Secretary of State for Childcare and Education, Mr Sam Gyimah MP (at pages 10 and 11 respectively).</p> <p>The Member stated that the issue of universal infant free school meals was a concern to Borough residents and that it was an important democratic-function of this Council to act upon the same. With reference to the Under-Secretary’s response at paragraph 2, she noted the Liberal Democrats contribution to the initiative’s inception (whilst in coalition) and commitment to its “continuation” at a national party-policy level. She further cited from the December 2015 edition of the ‘First’ Local Government Association</p>	

	<p>Magazine, 'Breaking Down the Spending Review' in that 'funding for universal infant free schools meals [was to be] maintained' (at page 10) and invited the government not to implement any cuts in its current "spending review across all its programmes in England." With reference to the Under-Secretary's response at paragraph 3, the Member further identified a potential conflict vis-a-vis the reported increase in child-poverty and use of food-banks and therefore requested that it be noted that the government may have missed the point in respect of the same.</p> <p>With reference to the response received by the Leicestershire Fire and Rescue Service's Assistant Chief Fire Officer, Mr Andrew Brodie, Councillor G A Boulter expressed his disagreement with a statement made by a Conservative County Councillor at a meeting at County Hall on 02 December 2015 in respect of an "achievable" 10 minute response target from Wigston to Kibworth. The Member reported that, having undertaken several routes from Wigston to Kibworth Fire Stations, the response target was not achievable within said timeframe and therefore reiterated concern in respect of any statement(s) made that may suggest otherwise.</p> <p>Councillor J Kaufman advised Members that it was reported at the same meeting at County Hall that the Labour Leader of Leicester City Council, Sir Peter Soulsby, had conceded that the closure of the Central Fire Station was not a safe proposal. As such, the Member raised a concern insofar if budget allocations were to be revised to accommodate this concession, the reduction of County-wide capacity and the stretching of already-limited resources at Wigston Fire Station would ensue. He therefore requested this Council encourage the Leicester, Leicestershire and Rutland Combined Fire Authority's to again undertake an inclusive review to assess any wider implications.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>The responses received be noted by Members.</p>	
<p><b>49.</b></p>	<p><b><u>COMBINED AUTHORITY FOR LEICESTER AND LEICESTERSHIRE</u></b></p> <p>The Council gave consideration to the report and appendices (at pages 13 - 85) as delivered by the Chief Executive which should be read together with these minutes as a composite document.</p> <p>The Chief Executive directed Members' attention to particularly significant and noteworthy paragraphs and sub-paragraphs contained in the report, namely:</p> <p><b>3.1.</b> It was said that the "Northern Powerhouse" equivalent would be a Combined Authority for Leicester and Leicestershire ("the Combined Authority");</p> <p><b>3.4.</b> It was said that all seven Leicestershire District and Borough Councils, the City Council and County Council were currently considering the same outlined proposals in similar reports which required unanimous agreement. It was reported that of the nine authorities, seven had moved the proposals and resolutions were outstanding from this Council and Melton Borough Council.</p> <p><b>4.1.</b> It was emphasised that the Combined Authority was to be a distinct, legal entity of the existing local authorities in Leicester/shire working</p>	



	<p>in partnership to promote economic development, strategic-planning and transport improvement and that it did not seek to usurp, or otherwise interfere with, the individual sovereignty of each constituent authority.</p> <p><b>4.3.</b> The “duty to co-operate” was said to be important insofar as there was a need to judiciously manage significant policy areas (viz. economic development, strategic-planning and transport) and to ensure greater polity uniformity across Leicester/shire, most notably in terms of circumscribing developers’ challenges to each Council’s Local Development Framework.</p> <p><b>4.6.</b> The requisite Draft Governance Review and Draft Scheme for consultation purposes were said to be attached in appendix E (at pages 23 - 48 and 73 – 85 respectively).</p> <p><b>4.7.</b> It was noted that broader powers in additional policy areas, and general powers of competence, may be devolved to the Combined Authority in the future.</p> <p><b>5.5.</b> It was said that the Draft Scheme confirmed each constituent councils’ existing powers and did not seek to transfer to the Combined Authority any of the same.</p> <p><b>5.7.</b> It was said that an internal nomination exercise would be undertaken to appoint a full-voting member for the Borough Council of Oadby and Wigston.</p> <p><b>5.9.</b> It was reported that role of the Overview and Scrutiny Committee was to ensure the proper governance of the Combined Authority, which was said to include an appropriate ratification procedure(s).</p> <p><b>5.10</b> It was said that Part 2 of the Draft Scheme as summarised at (i) – (iii) set out policy areas under which the Combined Authority would be empowered to act, which included areas in which this Council has had no prior involvement.</p> <p><b>6.3.</b> It was reported that 68.8% of respondents consulted supported the notion of establishing a Combined Authority.</p> <p><b>7.</b> Members were sign-posted to the benefits and opportunities provided by the Combined Authority (as set out at 7.1. (a)-(d) and 7.2. (a)-(l) respectively). The potential challenges posed to the Borough, most notably in sourcing appropriate skill-sets, were noted (as set out at 7.1. (e)-(i)) and said to be areas which the Combined Authority could address via strength-in-unity.</p> <p><b>8.3.</b> It was said that the costs of the Combined Authority would be met in aliquot contributions by the City, County and seven District and Borough Councils, with the costs to the latter apportioned to relative population-sizes. The apportioned cost borne by this Council was approximated at 10% and represented the best financial settlement available thereto.</p> <p><b>9.</b> It was anticipated that the Governance Review and Scheme was to be submitted to the Department for Communities and Local Government in December 2015 or January 2016 and that a series of in/external negotiation processes would proceed thereafter. It was assured that reports would continue to be brought back to the Council in respect of any substantive amendments or policy considerations so requiring Members’ due deliberation and/or resolution, accordingly.</p> <p>The Leader of the Council stated that the establishing of a Combined Authority was a step in the right direction yet acknowledged that remaining issues did exist which requiring addressing. He described the proposals in</p>	
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having a positive impact on the residents of this Borough (and throughout Leicester/shire) and in so protectively positioning this Council on an equal-footing with the County Council. He invited Members to give their unanimous and cross-party support to the outlined proposals. The Leader of the Council moved the recommendations contained in the report.

The Deputy of the Council described the outlined proposal as a poor one and raised concerns regarding uncertainties in respect of the Combined Authority's intended costing, benefits and scrutiny capacities. He further questioned whether the proposals promoted the best interests of the Borough. He recommended that a more-inclusive bid be considered to incorporate areas outside Leicester/shire. He advised that Members ought to be mindful of the potential and unknown consequences in approving a scheme of such an open-ended nature and indeterminate end.

Councillor Mrs L M Broadley reiterated that the sovereignty of this Council ought to be protected and stated that if benefits were to accrue to the resident's of the Borough by virtue of the Combined Authority, the outlined proposals should be moved.

Councillor Mrs L M Broadley seconded the recommendations contained in the report.

**RESOLVED THAT:**

- (i) The Scheme for the Combined Authority ('the Scheme') be approved;
- (ii) The Governance Review in relation to the Combined Authority be approved;
- (iii) The publication of the Scheme and Governance Review and its submission to the Department for Communities and Local Government be authorised;
- (iv) The Chief Executive, following consultation with the Leader, to make any final amendments to the Scheme and Governance Review prior to their submission to the Department for Communities and Local Government in December 2015 or January 2016 be authorised;
- (v) The Chief Executive, following consultation with the Leader, to enter into discussions with the Department for Communities and Local Government and such other Government departments and other persons as are considered necessary by the Chief Executive to agree the terms of the Order establishing the Combined Authority and to approve the final form of the Order on behalf of the Council be authorised;
- (vi) The Chief Executive, following consultation with the Leader, to negotiate, agree and execute all ancillary documents in support of the operation of the Combined Authority, including (without limitation) the constitution of the Combined Authority be authorised; and
- (vii) The Chief Executive, following consultation with the Leader, to take all decisions and actions necessary to enable the establishment of the Combined Authority be authorised.

<b>Votes For</b>	16
<b>Votes Against</b>	4
<b>Abstentions</b>	3

50.

**RECOMMENDATIONS OF THE INDEPENDENT REMUNERATION PANEL**

The Leader of the Council left the Chamber at 7:56 pm.

The Council gave consideration to the report (at pages 86 - 87) as delivered by the Chief Executive which should be read together with these minutes as a composite document.

The Chief Executive stated that the recommendation contained in the report (at paragraph 2.2) sought to recognise the extra working contributions made by the Leader of the Council and that the proposed figure of £1,000.00 was a quantified, one-off interim payment. It was emphasised that the recommendation did not seek to amend the Council's remuneration policy on Special Responsibility Allowances (SRA) on a permanent basis and that a periodic review of all Members' Allowances was scheduled to go ahead in the new year in which the Leader's role would also feature.

The recommendations were moved by the Deputy Leader of the Council, and in doing so, added that he hoped that the financial burden to the Council would not be adversely affected. He said that he too was hopeful that Members would be invited to comment on the periodic review of Members' Allowances in due course. The Deputy Leader further declared that he was to voluntarily surrender his SRA entitlement of £1,000.00 in his capacity as Chair of the Change Management Committee and pledged to reimburse any amount hitherto paid in this respect.

The recommendations were seconded by Councillor Mrs S B Morris who reserved her right to speak.

Councillor Mrs H E Loydall commended the firm direction and dedication provided for by the Leader, describing him as a conscientious supporter of the work undertaken by this Council. She stated that she was in full support of the recommendation(s).

Councillor K J Loydall commended the aforesaid sacrifice pledged by the Deputy Leader. He further noted that in comparative terms of remuneration for elected Members across all Leicestershire District and Borough Councils, this Borough's Members were the lowest-paid and thus represented the best value for service to the public purse.

Councillor Mrs S Z Haq echoed the sentiments of Councillor Mrs H E Loydall and commended the Leader's resilient direction through the recently harsh economic realities faced by the Council.

Councillor Dr T K Khong acknowledged on behalf of all Conservative Members the work of the Leader of the Council. The Member sought clarification as to the extra work undertaken (viz. in terms of a baseline comparison in respect of his ordinary duties) and enquired as to whether the Leader's additional workload was a result of any potential mismanagement committed by, or attributed to, this Council.

The Chief Executive referred Members to the national and local factors contained in the report (at paragraph 3, page 86) which formed the basis of the Independent Remuneration Panel's (IRP) recommendation. He reported

	<p>that the ‘extra ordinary protects’ referred to a (c) included, amongst other things, the work undertaken by the Leader brought about by the Council’s ongoing staffing issues. It was further said that the Leader was asked and so provided a time-sheet accounting for the extra hours worked upon which a figure was calculated commensurate to the minimum working hourly wage.</p> <p>Councillor G A Boulter emphasised that the additional work in question undertaken by the Leader arose from a directional vis-a-vis a management standpoint.</p> <p>Councillor Mrs S B Morris disapproved of any intimation of potential mismanagement citing the Council’s strong financial management (as certified by external auditors) and the success of numerous capital projects as previous referred to by the Leader.</p> <p><b>RESOLVED THAT:</b></p> <p>(i) The Independent Remuneration Panel to take and consider evidence in relation to the evolving responsibilities and activities of the role of Leader of the Council and to report to Council later this financial year be approved; and</p> <p>(ii) The Leader of the Council to receive an additional interim payment of £1,000 be approved.</p> <p><b>Votes For</b>                    17  <b>Votes Against</b>                0  <b>Abstentions</b>                    5</p> <p>The Leader of the Council returned to the Chamber at 8:15 pm.</p>	
<p><b>51.</b></p>	<p><b><u>REVIEW OF GAMBLING ACT STATEMENT OF LICENSING POLICY</u></b></p> <p>The Committee gave consideration to the report and appendices (at pages 88 - 120) as delivered by the Interim Licensing Team Leader which should be read together with these minutes as a composite document.</p> <p>It was stated that the reviewed Statement of Licensing Policy (“the Policy”) sought Members’ approval for adoption. He advised that the Policy was substantively a reaffirmation of the preceding edition (in force until January 2016) and additionally incorporated comprehensive guidance as to: (i) the definition of a “track” under the Gambling Act 2005 (at Part 21, pages 106 - 113); (ii) the requirement of local risk assessments (at Part 8, page 97); and (iii) the provision of a local area profile (at Part 9, pages 97 - 98). He stated that last remaining formality ahead of the Policy’s implementation was its advertisement and subsequent publication.</p> <p>The Interim Licensing Team Leader reported that the Policy was sent out for consultation for a period of 5 weeks commencing on 10 August and closed on 20 September, drawing Members’ attention to the notable representations made by the Bingo Association, the Racecourse Association and the Association of British Bookmakers (upon the instructions of Gosschalks Solicitors) in addition to fieldwork undertaken in partnership with Leicester Racecourse.</p>	

	<p>Councillor Mrs H E Loydall, Chair of the Licensing and Regulatory Committee, commended Officers' for their work upon the reviewed Policy. She confirmed that the Policy had undergone a comprehensive review at the meeting of the Licensing and Regulatory Committee held on 01 October 2015 and moved the Policy for adoption.</p> <p>Councillor Miss M V Chamberlain, Vice-Chair of the Licensing and Regulatory Committee, echoed the comments of Councillor Mrs H E Loydall and seconded the Policy for adoption.</p> <p><b>UNANAMOUSLY RESOLVED THAT:</b></p> <p>The reviewed Gambling Statement of Licensing Policy be adopted.</p>	
52a.	<p><b><u>OADBY SWIMMING POOL SITE - LEICESTER ROAD, OADBY (PART I)</u></b></p> <p>The Council gave consideration to the report and appendices (at pages 121 - 125) as delivered by the Director of Services which should be read together with these minutes as a composite document.</p> <p>The Director of Services reported that Oadby Swimming Pool was to close on 12 December ahead of the opening of Wigston Swimming Pool on Station Road, Wigston on 19 December 2015. It was said that following its closure, the site would be adequately secured by a third-party contractor and the existent pool drained by Sports and Leisure Management (SLM) Limited so to mitigate any unauthorised entries to the site and, or, risks posed to potential trespassers. She advised that users of Oadby Swimming Pool have been informed its imminent closure and signposted to the new facilities, accordingly. The Manager was said to have received no negative feedback from users in respect of the one-week transition period.</p> <p>The Director of Services sought direction from Members as to whether the Council should assume responsibility for the demolition of the swimming pool building as soon as reasonable practicable after closure, and therein the costs for doing so be met immediately by the Council's reserves fund and subsequently recuperated from the receipts of any potential purchaser if Members were minded to authorise the disposal of the site. She stated that from the inception of the obtaining works contract it was neither envisaged nor reasonable for SLM to bear the costs of the building's demolition. Alternatively, she advised Members that the building's demolition could be reserved until a decision on the future use of the land was agreed with any potential developer having to bear the costs of demolition as part of the contract for re-development of the site.</p> <p>The Leader of the Council sought to clarify, given the poignancy of one of the options for the future use of the land as contained in the exempt report, that <b>both</b> the non-exempt and exempt reports before Members referred exclusively to the site upon which the swimming pool building is situated and that this site alone had been potentially earmarked for the provision of affordable housing. He stated that the non-exempt report did <b>not</b> refer to nor include the land adjacent at Ellis Park, Oadby as shown on the title plan at Appendix 1 (at page 125) and that Ellis Park, as a betterment rather than a detriment, would form part of any consideration inclined towards the re-development of the swimming pool site.</p>	

	<p>Councillor Mrs L M Broadley reiterated the point of clarification made by the Leader with reference to a resident's letter published in 08 December 2015's edition of the Leicester Mercury which suggested otherwise. The Member stated that it was the duty of all Members to properly educate residents of the Borough upon the same.</p>	
52b.	<p><b><u>EXCLUSION OF PRESS AND PUBLIC</u></b></p> <p>The Leader of the Council moved for agenda item 17a (at page 222) to be brought forward and that the Council go into closed session, accordingly.</p> <p>Councillor Mrs H E Loydall seconded the motion.</p> <p><b>RESOLVED THAT:</b></p> <p>The press and public be excluded from 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 involved the disclosure of exempt information, as defined in the respective paragraph(s) 1 and 3 of Part 1 of Schedule 12A of the Act and the public interest in maintaining the exempt items outweighed the public interest in disclosing the information.</p> <p><b>Votes For</b>                      19  <b>Votes Against</b>                0  <b>Abstentions</b>                    4</p>	
52c.	<p><b><u>OADBY SWIMMING POOL SITE - LEICESTER ROAD, OADBY (EXEMPT REPORT - APPENDIX 2)</u></b></p> <p>The Council went in to closed session at 8:33 pm.</p> <p>Members had an in camera discussion regarding the exempt report at Appendix 2 (agenda item 17a) in respect of the Oadby Swimming Pool Site at Leicester Road, Oadby.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>The content of the exempt report be noted by Members.</p> <p>The Council returned to open session at 8:42 pm.</p>	
52d.	<p><b><u>OADBY SWIMMING POOL SITE - LEICESTER ROAD, OADBY (PART II)</u></b></p> <p>Councillor Ms A R Bond stated that if the swimming pool building was to be demolished it may affect the recreational amenity value of Ellis Park. She further said that she was hopeful that the car parking facilities at the site would be retained to accommodate local support facilities. She emphasised that Members ought to respect the sentiments contained in the conveyance dated 21 June 1897 at paragraph 3.3. (at page 122) and should be minded to opt for a future recreational use of the land (e.g. a squash court facility) however, too, supported the notion to make the land available for affordable/social housing development purposes.</p> <p>Councillor Dr T K Khong suggested that the future use of the land should</p>	AC/AT

consider the inclusion of a general practitioners' surgery.

The Leader of the Council remarked that there existed many open options available to this Council to bring the soon-to-be redundant site back in to beneficial use. It was said that although it would be prudent to ascertain the site's value on the open market, there were other potential uses of the land aforementioned which fell within the Council's general interest.

The Leader of the Council moved for : **(i)** a full feasibility assessment of the Oadby Swimming Pool site be undertaken to assess all potential options and, or suggestions, available for the future use of the land and that a report outlining the same be prepared for Members' consideration and resolution; and **(ii)** the demolition of the Oadby Swimming Pool building, subject to Officers discretion, be carried out in accordance with a full risk assessment.

Councillor L A Bentley agreed with the Leader, adding that if the Council was minded to assume responsibility for the demolition of the swimming pool building, that this responsibly would be discharged in full accordance with due planning process.

With reference to the decision resolved by Members at a meeting of the Council on 08 December 2014 at paragraph 3.1 (page 121), Councillor G A Boulter reiterated that a need for affordable/social housing was still extant in the Oadby area.

Councillor Mrs H E Loydall said that she hoped the site would be effectively secured following its closure to prevent the building being subject to vandalism and arson as did similarly occurred at the old Wigston Swimming Pool building on 01 June 2014. She stated that if Members were minded to dispose of the site on the open market, that it would be preferential to secure the site until such time of the building's demolition by any potential developer. The Member rebuffed Councillor Ms A R Bond's earlier suggestion of a squash court as unsuitable however sought the considered opinion of Planning Policy and Regeneration Manager upon the same.

The Planning Policy and Regeneration Manager advised that the appropriateness of the building for such a use would require further consideration.

Councillor D M Carter stated that any intended future use of the land ought to be for "the benefit of the inhabitants of the Parish of Oadby" and reiterated that there was a need for affordable/social housing in the Oadby. He said that he supported the Leader's motion to bring forward a feasibility assessment of the options available so to ultimately determine what scheme, if any, was financial viable and how the beneficial interest to the residents of Oadby could be best served and maximised. It was said that he preferred the site to be secured while the options were considered.

Councillor G S Atwal echoed the importance of properly securing the site, stating he was in favour of the site's demolition, and that any intended future use of the land ought to serve as betterment to the residents of the Oadby area. The Member suggested that any future use should consider additional schooling facilities.

Councillor Ms A R Bond enquired as to whether the services of an external

	<p>security contractor would be engaged to better secure the Oadby Swimming Pool site.</p> <p>The Director of Services advised that a professional contractor had been contracted to secure the site by means of steel shutters, secure fencing etc. and that onsite security personnel to police the site could be provided if the necessity ever arose.</p> <p>Councillor J Kaufman stated that although he was in favour of the notion to make the land available for social housing development purposes, he was concerned about the potentially swallowing-impact of the government's Right to Buy scheme upon any newly-built housing stock. It was said he was in favour of the swimming pool building's demotion as soon as reasonable practicable after closure given the impracticality of rendering any building absolutely vandal and, or, access-proof.</p> <p>Councillor J Kaufman seconded the Leader of the Council's motion.</p> <p>Councillor D A Gamble stated that he too was in favour making the land available for affordable/social housing development purposes, describing the site as a viable option considering its close proximity to local amenities and Oadby town centre. The Member rebuffed Councillor G S Atwal's earlier suggestion of additional schooling facilities insofar as, and to his knowledge, there was not shortfall in this respect.</p> <p><b>UNANAMOUSLY RESOLVED THAT:</b></p> <ul style="list-style-type: none"> <li>(i) A full feasibility assessment of the Oadby Swimming Pool site be undertaken to assess all potential options and, or suggestions, available for the future use of the land and that a report outlining the same be prepared for Members' consideration and resolution; and</li> <li>(ii) The demolition of the Oadby Swimming Pool building, subject to Officers discretion, be carried out in accordance with a full risk assessment.</li> </ul>	
<p><b>53.</b></p>	<p><b><u>NORTH WEST LEICESTERSHIRE LOCAL PLAN</u></b></p> <p>The Council gave consideration to the report (at pages 126 - 127) as delivered by the Planning, Policy and Regeneration Manager which should be read together with these minutes as a composite document.</p> <p>He stated that the report outlined Oadby and Wigston Borough Council's proposed comments in respect of North West Leicestershire District Council's draft Local Plan which sought Members' approval as this Council's formal response thereto.</p> <p><b>UNANAMOUSLY RESOLVED THAT:</b></p> <p>The comments set out at paragraphs 3.2 to 3.7 of the report as Oadby and Wigston Borough Council's formal response to the draft North West Leicestershire District Council Local Plan be approved.</p>	
<p><b>54.</b></p>	<p><b><u>UPDATE ON LOCAL DEVELOPMENT ORDERS FOR HOUSING DEVELOPMENT ON BROWNFIELD LAND IN THE BOROUGH</u></b></p>	



	<p>The Council gave consideration to the report (at pages 128 - 131) as delivered by the Planning, Policy and Regeneration Manager which should be read together with these minutes as a composite document.</p> <p>He stated that the report provided an update on the preparation of Local Development Orders for Housing Redevelopment on Brownfield Land in the Borough.</p> <p>Councillor Mrs H E Loydall moved the recommendation outlined in the report (at page 128) and expressed gratitude for the extension granted in respect of the consultation process.</p> <p>Councillor K J Loydall seconded the recommendation outlined in the report.</p> <p><b>UNANAMOUSLY RESOLVED THAT:</b></p> <p>(i) The progress on the Local Development Orders and the future work programme be noted by Members; and</p> <p>(ii) The informal consultation beginning on Monday, 14 December 2015 be noted by Members.</p>	
55.	<p><b><u>RECEIVING OF MINUTES FOR INFORMATION</u></b></p> <p>The Council received the minutes as set out at agenda item numbers 16a - 16s (pages 132 – 221) from the meetings of the below-mentioned Committees, Forums, Working Groups and Outside Bodies for the purposes of information:-</p> <p><b>a. Minutes of the Oadby Residents' Forum held on Wednesday, 02 September 2015</b></p> <p><b>b. Minutes of the Development Control Sub-Committee (Enforcement) held on Monday, 07 September 2015</b></p> <p><b>c. Minutes of the South Wigston Residents' Forum held on Wednesday, 09 September 2015</b></p> <p><b>d. Minutes of the Armed Forces Working Group held on Thursday, 10 September 2015</b></p> <p><b>e. Minutes of the Wigston Residents' Forum held on Wednesday, 16 September 2015</b></p> <p><b>f. Minutes of the Strategic Place Shaping and Economic Development Working Group held on Thursday, 17 September 2015</b></p> <p><b>g. Minutes of the Policy, Finance and Development Committee held on Tuesday, 22 September 2015</b></p> <p><b>h. Minutes of the Greening of the Borough Working Group held on Wednesday, 23 September 2015</b></p> <p><b>i. Minutes of the Supporting Leicestershire Families Coordinating Group held on Tuesday, 29 September 2015</b></p> <p><b>j. Minutes of the Community Engagement Forum held on Wednesday, 30 September 2015</b></p> <p><b>k. Minutes of the Licensing and Regulatory Committee held on Thursday, 01 October 2015</b></p> <p><b>l. Minutes of the Independent Remuneration Panel held on Monday,</b></p>	SJB

**12 October 2015**

- m. Minutes of the Service Delivery Committee held on Tuesday, 13 October 2015**
- n. Minutes of the Highways Forum held on Thursday, 15 October 2015**
- o. Minutes of the Development Control Committee held on Thursday, 22 October 2015**
- p. Minutes of the Policy, Finance and Development Committee held on Tuesday, 27 October 2015**
- q. Minutes of the Children and Young People Forum held on Wednesday, 28 October 2015**
- r. Minutes of the Independent Remuneration Panel held on Tuesday, 03 November 2015**
- s. Minutes of the Development Control Sub-Committee (Enforcement) held on Monday, 09 November 2015**

Further to and in respect of agenda item numbers 16g and 16p, the Chair of the Policy, Finance and Development Committee, Councillor Mrs S B Morris, reported that an agreement for the interim provision of joint-advisory services within the Borough had been negotiated by the Chief Executive with Helping Hands and the Citizens Advice Bureau to begin from January 2016 until the end of the financial year.

A Motion was moved by Councillor Mrs S B Morris that the relevant part or parts of Human Resources Policy or Policies prohibiting this Council from permanently employing an existing, temporary employee (viz. agency, placement or contract worker) without first tendering a vacancy to external recruitment be herewith suspended until further notice.

The Interim Chief Financial Officer (Section 151 Officer) advised Members that the rationale behind the Motion was to ultimately build a more sustainable, resilient and long-term workforce and, by doing so, accrue an approximate £100,000. He assured Members that although the proposal did seek to eliminate the oft-lengthy external recruitment process and would allow the Council to become less reliant upon agency-based employment in the short to medium term, a robust internal interviewing process for job vacancies would continue to operate so to assess candidates' experience and suitability to obtaining job specifications and descriptions.

The motion was seconded by the Leader of the Council.

Councillor Mrs H E Loydall sought an assurance from Officers that the outlined proposal complied with all applicable Employment and Equal Opportunity legislation.

The Interim Chief Financial Officer provided Members with the said assurance, stating that the proposal simply sought to suspend parts of the Council's own policies. He advised Members that all HR recruitment policies would in turn be subsequently reviewed at a later date as part of an exercise to improve performance and consolidate surplus expenditure.

Councillor J Kaufman commended the commonsensical thinking behind the proposal as a means to adopt talented temporary "in-post" employees into

	<p>the permanent workforce.</p> <p>Councillor B Fahey enquired as to the number of agency staff presently employed by the Council and if any financial commitments were currently owing, to or to be owed, any recruitment agency companies.</p> <p>The Interim Chief Financial Officer advised that this information was not readily available at the time of the meeting.</p> <p><b>RESOLVED THAT:</b></p> <p>The relevant part or parts of Human Resources Policy or Policies prohibiting this Council from permanently employing an existing temporary employee without first tendering a vacancy to external recruitment be herewith suspended until further notice.</p> <p><b>Votes For</b>                      21  <b>Votes Against</b>                0  <b>Abstentions</b>                    2</p> <p>In respect of agenda item number 16g, Councillor Mrs H E Loydall requested that 'the residents of Oadby' be substituted with 'the residents of Oadby, Wigston and South Wigston' within the wording of the minutes (Min Ref. 28 at page 156).</p> <p>In respect of appended table to agenda item number 16r, Councillor K J Loydall requested that 'J Loydall' be substituted with 'K Loydall' and identified that he was not a standing Member of the Development Control Committee as erroneously marked (Min Ref. 15/11 at page 218).</p>	
56a.	<p><b><u>EXCLUSION OF PRESS AND PUBLIC</u></b></p> <p><b>RESOLVED THAT:</b></p> <p>The press and public be excluded from 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 involved the disclosure of exempt information, as defined in the respective paragraph(s) 1, 3 and 4 of Part 1 of Schedule 12A of the Act and the public interest in maintaining the exempt items outweighed the public interest in disclosing the information.</p>	
56b.	<p><b><u>STAFFING ISSUES</u></b></p> <p>The Chief Executive, the Director of Services and the Clerk to the Council left the Chamber at 9:14 pm during consideration of the agenda item by Members.</p> <p>The Leader of the Council advised Members on the meaning of discussions 'in camera', and that, with the exception of the funding for the investigation into various grievances taken out by officers of the Council, all matters to be considered must remain confidential.</p> <p>The Leader of the Council introduced Martin Hone, the Council's Interim Chief Financial Officer, and Ms Olwen Dutton, a solicitor from Bevan Brittan</p>	

advising the Council on these issues. He explained their roles and responsibilities to the Council in relation to the investigation. He then summarised for the Council progress on the investigation to date, including the findings from the Local Government Association's (LGA) report into the grievances raised and the appointment of an Acting Monitoring Officer to advise on what actions the Council should take as a result of the LGA report.

The Leader of the Council advised that a number of officers who had raised grievances had appealed against the findings in the LGA report, and that those appeals had yet to be heard. A single Appeals Panel would hear all the appeals to ensure a comprehensive and consistent approach to these complex issues. The Panel would be selected as set out in the Council's constitution. However, the Leader recognised that because of the nature of the allegations contained in the original grievances there was a very real risk that members who were selected might find they have a conflict of interest. To ensure that this is avoided, the Leader advised that once the panel had been selected by the Council's Human Resources department, members of the Panel could seek advice and guidance from either the Interim Chief Financial Officer (who is representing the Council's Senior Management Team for the purposes of these matters) or the Acting Monitoring Officer.

A question was raised by a Member in respect of whether or not officers of the Council who had been suspended over these matters were continuing to be paid. Ms Dutton confirmed that they were.

The Interim Chief Financial Officer was asked by a Member to outline the costs of the investigation to date. He advised that the Council had agreed a budget of £110,000 and that to date a total of £107,500 had been spent. However, given the complexity and likely length of the ongoing appeals process, it was estimated that a further £100,000 be added to the budget, to be funded from the Management of Change Reserve.

The £100,000 addition was moved by the Leader of the Council and seconded by Councillor D A Gamble.

**RESOLVED THAT:**

An addition of £100,000 be added to the budget in respect of the ongoing investigation aforementioned.

**THE MEETING CLOSED AT 9.30 PM**



.....  
**MAYOR**  
.....

**THURSDAY, 18 FEBRUARY 2016**  
.....

# Agenda Item 5

## COUNCIL

### ACTION LIST

ARISING FROM A MEETING HELD ON TUESDAY, 08 DECEMBER 2015

<b>Min Ref.</b>	<b>Title</b>	<b>Action To Be Taken</b>	<b>Officer</b>	<b>Target Date</b>	<b>On Target</b>
<b>44.</b>	Motions on Notice	To forward the Members' resolution to the LGBCE.	<b>MH</b>	<b>Feb-16</b>	
<b>45.</b>	Mayor's Announcements	To circulate list of Official Mayoral Engagements attended by The Mayor and, or, Deputy Mayor to Members.	<b>LW</b>	<b>Feb-16</b>	
<b>52d.</b>	Oadby Swimming Pool Site - Leicester Road, Oadby (Part II)	To undertake a full feasibility assessment to assess all potential options and, or suggestions, available for the future use of the land.	<b>AC/AT</b>	<b>Apr-16</b>	



<b>Council</b>	<b>Thursday, 18 February 2016</b>	<b>Matter for Decision</b>
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**Title:** **Corporate Plan**

**Author:** **Mark Hall, Chief Executive**

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## 1. Introduction

This report sets out for members' consideration a draft of the Council's Corporate Plan (Appendix A) which includes the over arching commitments for the life cycle of this Council.

## 2. Recommendations

That Members agree the overarching Corporate Plan for the life cycle of this Council.

That if agreed further work will then be done in order to identify how these commitments will be delivered in detail taking into account the overall national financial context which has only recently become clear. That work will then be brought back to a future meeting of the Policy, Finance and Development Committee for further consideration by Members.

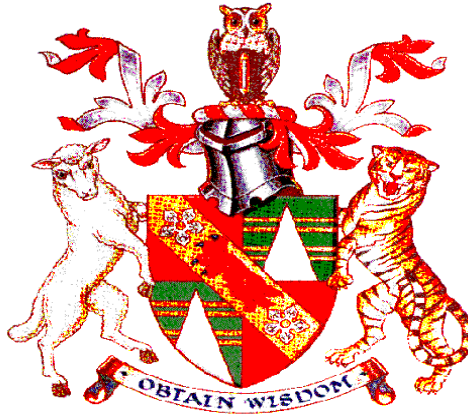
## 3. Financial Implications

Whatever commitments the Council agrees to adopt for the next four years will be entirely linked with the financial resources available. A refresh of the Council's Medium Term Financial Strategy will be presented to the April meeting of the Policy, Finance and Development Committee which will provide the overall financial context and position now that this has been clarified up by Central Government.

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

**Tel:** (0116) 257 2600

<b>Implications</b>	
Financial [MHo]	As set out above.
Legal [AC]	There is no legal requirement for the Council to have a Corporate Plan however it is considered to be good practice
Risk [MH]	The detail flowing from the Council's overarching Commitments needs to be developed within the context of the Council's Medium Term Financial Strategy. Without this there is risk that expectations could be raised unrealistically.
Equalities [AC]	EIA's will be carried out as each commitment is developed.



Appendix A

# **OADBY AND WIGSTON BOROUGH COUNCIL**

## **CORPORATE PLAN**

## **1. The Borough**

1.1 The Borough is made up of the towns and communities of Oadby, Wigston and South Wigston. The Borough is predominantly urban and adjoins the city of Leicester which is situated to the north. The borough has approximately 60,000 residents living within its nine square miles.

## **2. Governance Structure**

2.1 The Council exists to serve both its residents and as an agency of central Government. The Council's primary role is to implement national legislation and deliver local services.

2.2 The Council is a democratic organisation that is elected, in its totality, every 4 years. It consists of 26 Councillors who make all of the Council's decisions. The Council is currently made up of 19 Liberal Democrats, 5 Conservatives and 1 Labour councillor.

2.3 The Council is a democratic organisation. All decisions are taken by its 26 Councillors operating through the following governance structure:

2.4 The Full Council which has specific statutory responsibilities and oversees and coordinates the actions and decisions of the four main committees.

The four committees are:

- Policy, Finance & Development Committee
- Service Delivery Committee
- Development Control Committee
- Licensing & Regulatory Committee

These committees debate and decide Council Policy and make specific decisions in relation to those individual committees' responsibilities.

2.5 A Standards Panel can be convened at any time from members of the Policy, Finance and Development Committee to oversee Councillors' conduct.

2.6 There are also a number of ad hoc Working Groups that develop specific initiatives and report through to the main committees and the Council.

2.7 The Council is resolute in that it will not adopt the Executive model of governance where a restricted number of Councillors make all the decisions.

2.8 The Council's style is consultative, co-operative and open.

2.9 The Council has adopted a formal Constitution which is regularly refreshed by the Council's Constitutional Working Group.



### **3. Council Funding**

3.1 The Council's main services are primarily funded through a combination of money allocated by the central Government and Council Tax paid by the residents of the Borough. Approximately 50% of the Council's funding is from Central Government, which is reducing on an annual basis, and 50% from local Council Tax. The Council is also a housing landlord with over 1,200 properties and this element is funded through a combination of rents and loans.

3.2 The Council maintains a Medium Term Financial Strategy which is refreshed at least annually. This now reflects the fact that the Government has set out that it will reduce the amount of funding that it provides to local government on a sliding scale over the next four years. This means that from 2020 that the Council will have to fund all of its services through a combination of local council taxation, local business rates and income generation.

### **4. The Council's Commitments**

In June 2015, the Council set out its key priorities for its four year administrative period.

#### **4.1 Protect the Borough**

- a. The Council will resist any attempt by either the City or County Councils to impose their control over the Borough.
- b. The Council will work cooperatively and consensually with all the other Councils in Leicester and Leicestershire in order to form a Combined Authority and to seek the devolution of powers with the corresponding financial support from central government without the loss of its sovereignty.

#### **4.2 Maintain Front Line Services**

- a. The Council is committed to free shoppers' car parking and weekly collection of waste and recycling.
- b. No major changes would ever be made to these services without consultation.

#### **4.3 Offering Choice when Possible**

- a. The Council will offer choice whenever possible.
- b. When major decisions affecting front line services need to be considered the Council will ensure that all the options available are explained clearly and listen and respond to residents.

#### **4.4 Save Money through Service Redesign**

- a. The Council will look at all its services and redesign those that can be improved and cheaper to run.
- B. The main focus of this redesign will be the better and wider use of ICT, Council assets and procurement.

#### **4.5 Involve Residents and Partners**

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

#### **4.6 Economic Development**

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

#### **4.7 Greening the Borough**

- a. The Council will continue to invest in and encourage activities which result in a greener Borough
- b. The prioritising of the protection of trees will be a cornerstone of this commitment.

#### **4.8 Improving the Health of Residents**

- a. The Council wants to ensure residents live a full and healthy life.
- b. The Council will continue to develop its relationship with partners in order to develop and implement appropriate outcomes that attempt to achieve this.

#### **4.9 Value for Money**

- a. The Council will always accept any council tax freeze grant offered by the Government.
- b. The Council will endeavour to benchmark its services against the “most like” authorities to ensure transparency and demonstrate value for money.

### **5. Operational Structure**

#### **5.1 Management Team**

The Management Team comprises of the Chief Executive, Director of Services and Chief Financial Officer. Its role is to lead the organisation so that the Council can fulfil its statutory responsibilities and deliver its services and local priorities.

#### **5.2 Management Structure**

The leadership, management and operation of the Council’s services and the implementation of strategies, policies and budget is carried out by the Management Team together with the Heads of Service which are:

- Head of Community
- Head of Corporate Resources
- Finance Manager

All of these managers are accountable to Councillors through the Chief Executive as Head of Paid Service.

5.3 Policy is developed by Council staff who present reports to the appropriate committee either at the request of councillors or due to legislative

requirements. The Councillors then debate these issues at the appropriate committee in open meetings and vote on them. Their decisions then determine what policies the Council will adopt and what its priorities are. It is then the responsibility of the Council staff to implement those policies.

5.4 The Council directly employs 200 people. All staff have a designated role within the organisational structure and also work with colleagues from across the Council with many participating in cross cutting corporate working groups.

5.5 A performance management Charter System has been introduced which enables Councillors, residents and senior managers to monitor the progress of the Council's priorities.

5.6 All of the Heads of Service and their staff contribute to achieving the Council's priorities..

5.7 A formal employee development interview and review process is carried out which includes an assessment of performance and sets targets for the forthcoming year which contribute to the Council's agreed priorities.

## **6. Equality**

6.1 Oadby and Wigston Borough Council will take action to ensure that all people who visit, live or work in the Borough are treated justly and equally, are free from prejudice, fear, harassment and discrimination, and have equal access to learning, employment and social opportunities to enhance their quality of life:

The Council will have zero tolerance of, and will not permit direct or indirect discrimination on the grounds of race, religion, colour, age, gender, sexual orientation, marital status or disability either in delivery of services or employment.

- Diversity is welcomed and is promoted as a positive force in the community by the Council,
- People's differences are understood, valued and respected,
- The Council will foster, promote and empower the different communities so that positive relations can be developed between all communities and residents in the borough,
- The Council's services will be fully accessible and any barriers to this will be addressed,
- Members and employees will appropriately trained and as far as practicable the workforce should reflect the community profile,
- The Council will consult with representatives of different groups in developing service delivery and policy.



<b>Council</b>	<b>Thursday, 18 February 2016</b>	<b>Matter for Decision</b>
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**Title:** **Budget Proposals 2016/17**

**Author:** **Martin Hone – Interim Chief Financial Officer (Section 151 Officer)**

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## 1. Introduction

1.1. This report covers two areas of budget determination for 2016/17. It presents the proposals for the budget as recommended by the Policy, Finance and Development Committee at its meeting on 2 February 2016 and also the Service Delivery Committee at its meeting on 19 January 2016. 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 elsewhere on tonight's agenda, which is informed by the attached budget proposals.

## 2. Recommendations

- 2.1. That the General Fund net revenue budget estimates for 2016/17 totalling £6,414,876 be approved (Appendix 1).
- 2.2. That the capital programme for 2016/17 amounting to £6,323,764 be approved (Appendix 2).
- 2.3. That the Housing Revenue Account draft estimates for 2016/17 be approved (Appendix 3).
- 2.4. That the Chief Financial Officer be authorised to arrange the financing of the capital programme as necessary.
- 2.5. That Council approve a decrease of 1.00% in housing rents (Appendix 3 Paragraph 4.2) and increases in other charges as set out in Appendix 3 Paragraph 2.
- 2.6. That Council approve the list of reserves and balances as described in Appendix 5.
- 2.7. That, as set out in the Chief Financial Officer's statement at Appendix 6, Council approves the policy of:-
  - Holding an absolute minimum level of General Fund reserves of 5% of annual net expenditure throughout the period between 2016/17 to 2019/20;
  - Holding an absolute minimum level of General Fund reserves of 5% of annual net Holding an optimal level of reserves of between 5% and 10% of annual net expenditure over the period 2016/17 to 2019/20 to cover the absolute minimum level of reserves, in-year risks, cash flow needs and unforeseen circumstances;
  - Holding a maximum recommended level of reserves of 10% of annual

net expenditure for the period 2016/17 to 2019/20 to provide additional resilience to implement the Medium Term Financial Plan;

- Adopting a Reserves Strategy to maintain the recommended optimal level of reserves within the relevant period (2016/17 to 2019/20); and
- In relation to the Housing Revenue Account (HRA) maintaining reserves at a minimum of £300,000.

2.8. That Council note the risks and sensitivities surrounding the budget set out in Appendix 7.

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

3.1. The budget proposals for 2016/17 set out in this report are informed by and support the Council's corporate priorities:

- 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 parking for shoppers.
- Work with the police to create a safer borough where people feel comfortable and at ease.
- Improve community engagement including listening to and delegating more to the three town forums.
- Work with others to improve the health and wellbeing of the residents of the borough.
- Work smarter to deliver the efficiency savings required to meet continuing budget cuts.

The Council continues to deliver on all of these commitments, with the focus on achieving efficiency savings to produce a balanced budget given the current challenging financial climate.

In drafting the budget for 2016/17 the Council has had regard to the aims that guide strategic planning and the medium-term financial strategy:

- More active asset management.
- Service review and redesign placing residents at the heart of the process.
- 'Invest to save' schemes, where one-off expenditure achieves continuing revenue savings or additional income.
- Never adopting any schemes, projects or services that are not first demonstrated to be at least cost neutral and therefore will not be an additional burden to local Council Tax payers.
- Commitment to building more houses.

## **4. Information**

### **4.1. Budget Setting Process**

Further to the meetings of the Service Delivery Committee and the Policy, Finance and Development Committee on 19 January 2016 and 2 February 2016 respectively, this report includes proposals for the budget and level of Council Tax for 2016/17. These proposals support the aims of the Council, 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, including proposals for revenue growth and savings and capital investment, has already been considered in detail by the two Committees, as well as the Council's financial position and risks to its medium-term financial strategy given the continued reductions in government grant announced in the Autumn Statement and Spending Review.

### **4.2. Autumn Statement and Spending Review**

Whilst much attention and headlines immediately after delivery of the Spending Review focussed on the cancellation of expected changes to tax credits and reduction in police funding, there were a range of announcements significant to the Council. In particular, radical changes to local government funding will affect the delivery of local authority services. The most significant news for local authorities was the Chancellor's announcement that the local government revenue support grant will be phased out by the end of this Parliament. This is expected to be balanced by access to income from business rates.

Local authorities will retain 100% of business rate revenues and the uniform business rate will be abolished, giving local authorities control over the level of business rates for their area. The Chancellor made it clear in the Spending Review that the Government sees the abolition of the uniform business rate as an opportunity for local authorities to cut business rates to attract business but with business rates taking on greater significance to the overall funding of local government, local authorities may increasingly see a need for high business rates. The Chancellor said that this will give local government control of £13 billion of additional local tax revenues and £26 billion in total business rate revenues.

In practice this could mean big differences between local areas, with those with a high concentration of businesses able to generate significantly more for local authority services than those areas which have fewer businesses but no fewer people in need of public services. Even those local authorities with the potential to attract businesses will have difficult decisions to make about setting business rates.

### **4.3. Council Tax**

Council Tax Freeze Grant will not be available for 2016/17 and beyond, and given the pressures on the Council's finances an increase in Council Tax for 2016/17 of 1.99% is recommended in the Council Tax setting report elsewhere on tonight's agenda. In arriving at this position, the Council has taken care to strike a balance between delivering efficiencies while continuing to provide quality services to the communities we serve, particularly the most vulnerable. Achieving efficiencies and delivering value for money have been key components of the Council's financial strategy for a number

of years. However, the significant and continuing impact of grant reductions means the Council must continue to strive for efficiencies, taking a measured and responsible approach to the challenge, and this is reflected in the reports to the two Committees. The Council is ambitious for the area and it is therefore essential that it continues to be agile in responding not just to new challenges, but also to opportunities that may present themselves. 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 have regard to the Interim Chief Financial Officer's report on the robustness of the budget calculation and adequacy of reserves set out in Appendix 6.

#### **4.4 Financial Strategy**

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 will be presented to the Policy, Finance and Development Committee at its meeting on 29 March 2016.

All of these plans 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 misappropriation. 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). The next iteration of the MTFS will be presented to the Planning, Finance and Development Committee on 29 March 2016.

#### **4.5. Robustness of Budget Estimates**

The budget estimates have been subjected to detailed scrutiny and challenged by officers and Members. Budgets were prepared according to the approved budget strategy for the financial year 2016/17 report submitted to the Policy, Finance and Development Committee on 27 October 2015. Proposals from spending committees have been brought together to form the proposed General Fund budget estimates for 2016/17 as set out in Appendix 1. Whilst the budgets for 2016/17 have balanced, the reductions in grant for future years announced in the Autumn Statement mean that there will be funding gaps for the remaining years of the MTFS and further work will be required to achieve balanced budget for 2017/18 and beyond.

**As regards the estimates for 2016/17, the Interim Chief Financial Officer has indicated that in accordance with Section 25 of the Local Government Act 2003 he is satisfied with the robustness of the budget process (see Appendix 6).**

#### **4.6. 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 Interim Chief Financial Officer set

out in Appendix 6, It is important to maintain appropriate levels of reserves particularly in the current climate and given the levels of risk involved in financial forecasting. The balances of these reserves will be regularly monitored to ensure that they are appropriate given the levels of risk identified.

In addition, to meet specific items of potential expenditure a number of earmarked reserves are set aside. The Interim Chief Financial Officer has reviewed the necessity and adequacy of these reserves. An overall summary of General Fund and Housing Revenue reserves is set out in Appendix 5.

**Given the estimated General Fund balance at 31 March 2016 of £1,013,583, the Interim Chief Financial Officer has indicated that in accordance with Section 25 of the Local Government Act 2003 he is satisfied that the proposed General Fund balance for 2016/17 is adequate.**

**Background Documents:-**

- a. Draft Budgets submitted to the Policy, Finance and Development Committee on 2 February 2016
- b. Draft Budgets submitted to the Service Delivery Committee on 19 January 2016
- c. Review of Fees & Charges submitted to the Service Delivery Committee on 13 October 2015 and the Policy, Finance and Development Committee on 27 October 2015
- d. Budget Strategy 2016/17, Policy, Finance and Development Committee 27 October 2015
- e. Local Government Finance Settlement 2016/17
- f. Notification of Precepting Authorities' Precepts and Council Tax levels for 2016/17
- g. Autumn Statement 2015
- h. Leicestershire Pension Fund Actuarial Valuation
- i. Localism Act 2011 and Associated Regulations
- j. Local Government Finance Act 1992 and Associated Regulations
- k. 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.
Legal	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.
Risk	The implications are included within Appendix 7 of this report.
Equalities	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.



**GENERAL FUND BUDGET SUMMARY 2016/17**

	<b>Budget 2015/16 £</b>	<b>Revised Estimate 2015/16 £</b>	<b>Budget 2016/17 £</b>
Policy Finance and Development	2,325,960	2,365,320	1,895,960
Service Delivery	3,583,500	3,797,120	3,593,050
Development Control	491,450	518,390	520,200
Children and Young Persons	14,500	11,900	11,800
Licensing and Regulatory	4,760	16,800	61,160
<b>Net Committee Expenditure</b>	<b>6,420,170</b>	<b>6,709,530</b>	<b>6,082,170</b>
Capital Financing	306,180	311,940	626,660
<b>Total Expenditure</b>	<b>6,726,350</b>	<b>7,021,470</b>	<b>6,708,830</b>
Contributions to/(from) :			
Capital	10,000	10,000	10,000
Small Earmarked Grants	0	0	0
Housing Planning Delivery Grant	0	0	0
Budget Carried Forward	0	(106,350)	0
Operations	0	(30,000)	0
Grounds Maintenance	(23,400)	(23,400)	(23,400)
Troubled Families	0	(23,330)	0
Income Profiling	0	0	0
Greening the Borough	0	(12,450)	0
Weekly Collection Support Scheme	0	0	0
Management of Change	(140,750)	(350,750)	0
Budget Equilibrium	(103,626)	(103,626)	(280,554)
HPDG Grant	0	54,010	0
Land Valuation	0	0	0
HR Recruitment	0	0	0
Land Charges Reserve	0	33,000	0
<b>Net Expenditure</b>	<b>6,468,574</b>	<b>6,468,574</b>	<b>6,414,876</b>
<b>Financed By</b>			
RSG	1,129,857	1,129,857	718,275
NNDR Contribution	1,356,967	1,356,967	1,411,462
Other General Grants	373,216	373,216	380,390
Council Tax Surplus/(Deficit)	42,900	42,900	35,230
NNDR Surplus/(Deficit)	(173,618)	(173,618)	(280,554)
Extra NNDR Income	0	0	75,000
Council Tax Freeze Grant	38,290	38,290	0
New Homes Bonus	317,765	317,765	445,767
Precept on Local Tax Payers	3,383,197	3,383,197	3,501,210
General Reserves	0	0	128,096
	<b>6,468,574</b>	<b>6,468,574</b>	<b>6,414,876</b>

<b>General Fund Reserve</b>			
Balance as at 1st April	1,013,583	1,013,583	1,013,583
Changes in Reserves	0	0	(128,096)
Balance as at 31st March	1,013,583	1,013,583	885,487

**CAPITAL PROGRAMME 2016/17**1. Summary of Proposals

The following table sets out the 2016/17 capital submissions considered by each spending committee and shows the proposed methods of financing.

<u>Submissions 2016/17</u>	<u>£</u>
Housing Revenue Account (HRA)	3,918,603
Policy, Finance and Development	643,740
Service Delivery	<u>1,761,421</u>
	<u>6,323,764</u>
<u>Financing 2016/17</u>	<u>£</u>
Unsupported Borrowing (paragraph 2.1)	4,019,433
Major Repairs Reserve (paragraph 2.2)	1,214,000
Government Grants (paragraph 2.3)	177,000
Capital Receipts (paragraph 2.4)	60,000
Earmarked Reserves (paragraph 2.5)	354,694
Revenue Contribution	494,000
Grants and Contributions	<u>4,637</u>
	<u>6,323,764</u>

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

2. Capital Controls and Resources2.1 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 2016/17 RSG settlement. Consequently, the total borrowing required to finance the 2016/17 capital programme is unsupported but considered affordable.

## 2.2 Major Repairs Reserve

Under the Housing self-financing arrangements contributions to the Major Repairs Reserve (MRR) 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. There are no funds remaining in the MRR other than that budgeted for in year. 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 2016/17 resources from capital grants included a contribution of £177,000 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 2016/17 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 initially saw an increase in RTB enquiries and sales, however this has declined again over the last twelve months.

It is forecast that the Council will have received around £63,000 of receipts from RTB which they will be required to spend on new housing by 31 March 2018. 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. The Council has already purchased one property in 2015/16 which contributes towards this commitment.

The capital programme assumes usage of £60,000 of capital receipts for 2016/17.

## 2.5 Balances and Movements on Capital Reserves

Full details of the balances and movements on the capital reserves can be found at Appendix 5.

<b>HOUSING REVENUE ACCOUNT</b>
--------------------------------

**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

	2014/15	2015/16	2015/16	2016/17
	£	Budget	Revised	Estimate
	£	£	Budget	£
<b>EXPENDITURE</b>				
Management	1,407	1,536	1,605	1,580
Repairs and maintenance	1,022	1,326	1,354	1,351
Debt Management	8	16	10	10
Depreciation (MRA cont.)	1,184	1,185	1,185	1,214
Provision for Bad Debts	35	89	89	128
<b>Gross Expenditure</b>	<b>3,656</b>	<b>4,152</b>	<b>4,243</b>	<b>4,283</b>
<b>INCOME</b>				
Rents - Dwelling	(4,882)	(5,037)	(5,037)	(4,982)
Rents - Non Dwellings	(87)	(84)	(84)	(85)
Charges for Services and Facilities	(203)	(130)	(130)	(98)
<b>Gross Income</b>	<b>(5,172)</b>	<b>(5,251)</b>	<b>(5,251)</b>	<b>(5,165)</b>
Interest payable	539	589	539	554
Interest Receivable	(23)	(15)	(15)	(15)
Revenue Contribution to Capital	174	1,871	2,615	494
Transfers to/(from) Reserves	0	0	0	0
Total Capital Charges and Appropriations	690	2,445	3,139	1,033
(Surplus)/Deficit for the Year	<b>(826)</b>	<b>1,346</b>	<b>2,131</b>	<b>151</b>
<b>Opening Balances</b>				
Housing Revenue Account	(1,897)	(2,723)	(2,723)	(592)
Major Repairs Reserve	(1,012)	0	0	0
Regeneration Reserve	(500)	(500)	(500)	(355)
Bad Debt Provision	(85)	(120)	(120)	(209)
<b>Closing Balances</b>				
Housing Revenue Account	(2,723)	(1,377)	(592)	(441)
Major Repairs Reserve	0	720	984	(29)
Regeneration Reserve	(500)	(500)	(355)	(200)
Bad Debt Provision	(120)	(209)	(209)	(337)

## **Service Statistics**

Service Statistics	2014/15	2015/16	2016/17	2017/18	2018/19	2019/20
Average Number of Dwellings	1,244	1,241	1,238	1,235	1,232	1,229
Housing Rent						
Rent per dwelling	76.91	78.65	77.86	77.08	76.31	75.55
Unpooled Service Charge	1.30	1.35	1.36	1.40	1.43	1.47
Total Rent	78.21	80.00	79.22	78.48	77.74	77.02
Rent per standard garage	6.10	6.24	6.31	6.47	6.63	6.79

## **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 1.1 % which is in line with CPI +1%.

	2015/16 Current Charge	2016/17 Proposed Charge		
	£	£		
<b><u>Garage Spaces</u></b>				
48 Week Basis	3.66	3.68		
52 Week Basis	3.38	3.40		
<b><u>Lock up Garages</u></b>				
48 Week Basis	6.76	6.81		
52 Week Basis	6.23	6.29		
<b><u>Caretaking Charge (Lower Rate)</u></b>				
48 Week Basis	2.92	2.96		
52 Week Basis	2.70	2.73		
<b><u>Caretaking Charge (Higher Rate)</u></b>				
48 Week Basis	5.84	5.90		
52 Week Basis	5.39	5.45		
<b><u>Heating and Hot Water Charges in Sheltered Schemes</u></b>				
		Increase for 2016/17		
		%		
Chartwell House, Oadby		1.1		
Marriott House, Oadby		1.1		
William Peardon Court, Oadby		1.1		

### **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 coming to an end in June 2016.

<b>Scheme Description</b>	<b>2014/15 Actual</b>	<b>2015/16 Budget</b>	<b>2015/16 Revised Budget</b>	<b>2016/17 Estimates</b>
	£'000	£'000	£'000	£'000
Boulter Crescent Whole Unit Refurbishment	1,820	3,447	2,855	3,743
Central Heating	273	0	218	0
Kitchens and bathrooms	0	0	0	0
Heating Ventilation and Insulation	31	0	83	0
Front and Rear Doors	0	0	95	0
Decent Homes Work	22	0	77	0
Car Hardstandings	17	0	47	0
Major Adaptations	83	0	160	0
Fire Safety Work	0	0	61	0
CCTV Scheme	0	30	25	5
Subsidence Work	76	0	125	0
Software up grade	49	53	53	25
Grant for Social Housing	160	0	0	0
New Housing Initiatives	0	300	155	146
Stock Condition Work - unprogrammed	0	0	0	0
<b>Total Housing Capital Programme</b>	<b>2,531</b>	<b>3,830</b>	<b>3,954</b>	<b>3,919</b>
<b>Funding</b>				
Major Repairs Reserve	2,197	1,185	1,185	1,214
Revenue Contribution to Capital	174	2,068	2,615	494
Capital Receipts	160	0	46	
Regeneration Reserve	0	300	108	146
Borrowing	0	277	0	2,065
<b>Total Funding</b>	<b>2,531</b>	<b>3,830</b>	<b>3,954</b>	<b>3,919</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.
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 2016/17 sets out the costs of delivering current levels of service while including losses of funding such as Supporting People Grant.

The budget has been prepared against the background of the Government's policy addressing the deficit in the national public finances while being watchful of recent changes to policy relating to rent levels and the financing of Housing Association 'Right to Buy'.

The budget has been set assuming that a 1% pay award will be implemented for 2016 and that upward inflation will be 1.1%

#### **2. Rent Policy**

The Government through the July Budget brought in significant changes to legislation which will adversely affect income streams within the HRA and therefore the stability of its business plan. This included a new rent policy which will see rents reducing by 1% per annum for the next four years.

The average rent decrease for Oadby and Wigston tenants based on the new proposals will be 1% for 2016/17, with actual rent decreases being in the range of £0.58 to £0.98 per week. The Average rent for 2016/17 will be £77.86

	<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	98.08	97.10	- 0.98	-1%	3 Bed House
Lowest Rent	58.49	57.91	- 0.58	-1%	Bedsit
Average Rent	78.65	77.86	- 0.79	-1%	

#### **3. Changes in Stock Levels**

Since the raising in the discount levels for Right to Buys the Council has seen a pickup in sales to tenants over the last two years. Further changes to government policy through the Housing and Planning Bill also threaten stock levels.

The Government is currently collecting information from Council's relating to the open market value of its stock and the time each property remains void. This is likely to form the basis of the charge that the Government will make on Councils. At present it is too early to predict how large this charge will be but it is conceivable that it will severely impinge on the Council's future capital programme. The inference is that Council's will be forced either to sell high value void properties or extend their borrowing levels to meet the levy.

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. In the interests of corporate efficiency, the Council will move to a combined loans pool for both HRA and General Fund in 2016/17. It is planned that the Council will need to borrow a further £2million pounds in 2016/17 to finance its planned capital programme.

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.

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. However due to changes in Government Policy described in section 3 above it is likely the Council will not be able to start repaying debt as planned but instead will be forced to restructure the debt in a more beneficial way.

#### 5. HRA Capital Programme

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

The future levels of Major Repairs Allowance (MRA) 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. At present it is unknown if the government will continue the MRA beyond the transitional five year period set out in the Self Financing Agreement and assumed in the Business Plan. Unless this arrangement continues or a similar satisfactory arrangement is put into place then future capital works will be severely hampered

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. Careful planning of the capital programme will be needed, bearing in mind Government Policy to ensure that it not only meets the needs of the tenants but is also affordable and sustainable.



## 6. Other Budget Considerations

### Provision for Uncollectible Debts and Collection Costs

The provision for uncollectible debts at 31 March 2015 was £120,000. A provision for bad debts is made in respect of both former tenant arrears and current tenants. The Council has included £128,000 in the 2016/17 budget for further provisions against write-offs of bad debt. This is considered to be a prudent measure against a back drop of the Government's policy of Welfare Reform.

### Supporting People Funding

The Supporting People agreement ended in September 2015 and the funding has now been removed from the budget.

### General Fund Recharges

As part of challenging all budgets a review has taken 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

Tenant's service charges for 2016/17 have been increased by 1.1%, which is the same increase as applied 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 and full update of which will be brought to Council once the impact of current changes to Government Policy is known.

## OADBY AND WIGSTON BOROUGH COUNCIL CAPITAL PROGRAMME 2016-17 to 2018-19

Project Code Reference	Scheme	2016/17 Proposals £	2015/16 Carried Forward to 2016/17 C/F Approved in Budget £	2016/17 Proposed Budget (Including 2015/16 Carry Forward) £	2017/18 Projected Budget £	2018/19 Projected Budget £
<b>General Fund - Policy, Finance &amp; Development</b>						
56001	Council Office Refurbishment/Demolition	169,495	18,245	187,740	70,000	0
56010	IT Replacement Programme	26,000	0	26,000	26,000	26,000
56027	41 Canal Street CPO	0	350,000	350,000	0	0
56037	PARIS Upgrade	30,000	0	30,000	0	0
56055	Document Management System Software	0	50,000	50,000	0	0
<b>Committee Total</b>		<b>225,495</b>	<b>418,245</b>	<b>643,740</b>	<b>96,000</b>	<b>26,000</b>
<b>Service Delivery - General Fund</b>						
52002	Disabled Facilities Grant	418,787	0	418,787	418,787	418,787
52003	DECC Grant	0	4,637	4,637	0	0
52010	Disabled Access/Facility Improvements	0	14,200	14,200	0	0
54010	Play Area Refurbishments	0	31,441	31,441	0	0
54015	External Bay Roofs - Oadby Depot	0	5,000	5,000	0	0
54016	Additional Bay Areas - Oadby Depot	0	18,270	18,270	0	0
54025	Grand Union Canal Footbridge	0	55,000	55,000	0	0
54114	Car Park Resurfacing	80,000	0	80,000	80,000	80,000
	Purchase of New Vehicles	787,250	0	787,250	0	0
54548	Reconnecting with Nature	0	30,000	30,000	0	0
	Replace Wooden Slat Canopy at Shiela Mitchell Pavilion	10,000	0	10,000	0	0
	Purchase of Replacement Ride-on Mower for Cemeteries	5,500	0	5,500	0	0
	Sandhurst Street Car Park Boundary Wall Repairs	15,000	0	15,000	0	0
	Parklands Leisure Centre, Car Park Improvement	6,400	0	6,400	0	0
	Brocks Hill Country Park Access Footpath	5,300	0	5,300	0	0
	Brocks Hill Car Park Drainage	12,750	0	12,750	0	0
	Brocks Hill Country Park Lighting Refurbishment	5,025	0	5,025	0	0
	Blaby Road Park Pavillion	135,931	114,430	250,361	0	0
	Christmas Lights	6,500	0	6,500	0	0
<b>General Fund Total</b>		<b>1,488,443</b>	<b>272,978</b>	<b>1,761,421</b>	<b>498,787</b>	<b>498,787</b>
<b>Housing</b>						
50002	Boulter Crescent - Whole Unit Refurbishment	2,509,000	1,233,909	3,742,909	2,064,909	0
50023	Arbitas Software Upgrade	0	25,000	25,000	0	0
50025	Scheme Based CCTV	0	5,000	5,000	0	0
50029	Council Housing	0	145,694	145,694	0	0
<b>Housing Total</b>		<b>2,509,000</b>	<b>1,409,603</b>	<b>3,918,603</b>	<b>2,064,909</b>	<b>0</b>
<b>Committee Total</b>		<b>3,997,443</b>	<b>1,682,581</b>	<b>5,680,024</b>	<b>2,563,696</b>	<b>498,787</b>
<b>PLANNED EXPENDITURE GRAND TOTAL</b>		<b>4,222,938</b>	<b>2,100,826</b>	<b>6,323,764</b>	<b>2,659,696</b>	<b>524,787</b>

Unsupported Borrowing	4,019,433
Grants & Contributions	4,637
Revenue Funding HRA	494,000
DFG Grant	177,000
Open Spaces S106	55,000
Usable S106 Interest Reserve	124,000
Usable Capital Receipts - OTHER	60,000
Major Repairs Reserve	1,214,000
Regeneration Reserve	145,694
Greening the Borough	30,000
	<u><u>6,323,764</u></u>

## Council Reserves at 31 March 2016

		Balance 1st April 2015 £'000	Receipts in Year 2015/16 £'000	Used on Revenue in Year 2015/16 £'000	Used on Capital in Year 2015/16 £'000	Outturn Balance 31st March 2016 £'000	Restrictions in Use
<b>General Fund Earmarked Reserves</b>							
80306 7360	Open Spaces S106	622	6		(144)	484	S106 balances received for expenditure on parks and public open spaces
80306 7360	Capital Grants Received in Advance	27				27	Grants received for specific purposes, that have not yet been used
80306 7360	Useable S106 Interest	306				306	Interest received on S106 balances now used for their respective conditions
90005 7751	Useable Capital Receipts	579			(292)	287	Receipts from sale of assets to be used on capital projects only
90006 7751	Capital Project	6			(6)	0	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	6			(6)	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	106		(106)		0	Authorised budget carry forwards from the year to be used in the next financial year
90023 7751	Operations	30		(30)		0	To provided as insurance against potential fluctuations in market pricing on the sale of recyclates
90024 7751	Plant and Machinery	30			(30)	0	Used to fund the purchase of replacement plant and machinery
90025 7751	Service Improvement	24				24	Used to fund improvements in Council services to improve performance after corporate restructure and reductions in commensurate budgets
90026 7751	Forums - Council Priority	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	23		(23)		0	Used to fund investment in the Troubled families programme
90030 7751	Income Profiling	150				150	Protection against fluctuations in service income
90031 7751	Disabled Facilities	0	10		(10)	0	Monies put aside specifically to fund Disabled Facilities Grants
90032 7751	European Regional Development Fund (ERDF)	17				17	Monies put aside specifically to provide matched funding for European Regional Development Fund schemes
90033 7751	Greening the Borough	183		(12)		171	Resources available to improve the environment of the Borough and well-being of residents
90034 7751	Active Asset Management	300				300	Funding for developing Business Enterprise Centres in the Borough
90035 7751	Recycling Improvement	992			(992)	0	For the retention of a weekly service
90036 7751	Management of Change	445		(351)	(94)	0	For future organisational development
90037 7751	Budget Equilibrium	600		(103)		497	To safeguard against changes in Council funding
90038 7751	Land Valuation	23				23	To safeguard against changes in Council funding
90039 7751	HR Recruitment	20				20	To safeguard against changes in Council funding
	<b>Total</b>	<b>4,867</b>	<b>16</b>	<b>(625)</b>	<b>(1,574)</b>	<b>2,684</b>	
<b>General Fund Grants</b>							
90013 7751	Earmarked Grants	553				553	Proceeds of revenue grants and other external contributions that have not yet been used
90015 7751	HPDG	212	54	(62)		204	Contains the remaining proceeds of this Central Government funding for future housing and planning projects
90027 7751	Grounds Maintenance	234		(23)		211	This reserve holds a commuted lump sum received from a developer earmarked for the maintenance of a specific green space
	Land Charges Reserve	0	67			67	To cover any liability relating to refunding of land charge fees.
	<b>Total</b>	<b>999</b>	<b>121</b>	<b>(85)</b>	<b>0</b>	<b>1,035</b>	
<b>HRA</b>							
90009 7751	Major Repairs	0	1,185		(1,185)	0	Capital funding for the maintenance of the Council's housing stock
90011 7751	Regeneration Reserve	500			(108)	392	For regeneration of housing stock (within the HRA Business Plan)
	<b>Total</b>	<b>500</b>	<b>1,185</b>	<b>0</b>	<b>(1,293)</b>	<b>392</b>	
<b>Grand Total</b>		<b>6,366</b>	<b>1,322</b>	<b>(710)</b>	<b>(2,867)</b>	<b>4,111</b>	

## Appendix 6

### **Budget and Council Tax 2016/17 – Report of the Chief Financial Officer on the robustness of the estimates and the adequacy of reserves**

#### **1 Introduction**

The Chief Financial Officer is required to make a statement on the adequacy of reserves and the robustness of the budget. This is a statutory duty under section 25 of the 2003 Local Government Act which states the following:

*(1) Where an authority to which section 32 or 43 of the Local Government Finance Act 1992 (billing or major precepting authority) or section 85 of the Greater London Authority Act 1999 (c.29) (Greater London Authority) applies is making calculations in accordance with that section, the chief finance officer of the authority must report to it on the following matters:-*

*(a) The robustness of the estimates made for the purposes of the calculations; and*

*(b) The adequacy of the proposed financial reserves.*

*(2) An authority to which a report under this section is made shall have regard to the report when making decisions about the calculations in connection with which it is made.*

This includes reporting and taking into account:

- The key assumptions in the proposed budget and to give a view on the robustness of those assumptions; and
- The key risk areas in the budget and to assess the adequacy of the Council's reserves when reviewing the potential financial impact of these risk areas on the finances of the Council. This should be accompanied by a Reserves Strategy.

This report has to be considered and approved by Council as part of the budget approval and Council Tax setting process.

This document concentrates on the General Fund 2016/17, the Housing Revenue Account and Capital Programme but, in addition, it also considers key medium term issues faced by the Council.

#### **2 Assurance Statement of the Council's Section 151 Officer (Head of Corporate Finance)**

The following are the summary assurances and recommendations of the Council's Section 151 Officer (the Interim Chief Financial Officer).

In relation to the 2016/17 General Fund Revenue budget I have examined the budget proposals and I believe that, whilst the spending and service delivery proposals are challenging, they are nevertheless achievable (subject to the more significant risks in paragraph 2 below) given the political and management will to implement the changes, good management, and the sound monitoring of performance and budgets. I am satisfied that sufficient management processes exist within the Council to deliver this budget and to identify and deal with any problems which may arise unexpectedly during the year.

The Council's Policy, Finance & Development Committee has received reports setting out the savings proposals and the delivery of those with the greatest risk will be regularly monitored by the Senior Management Team. For 2016/17 the key risks relate to planned savings in the establishment budget. They fall within three categories:

- a) Reductions in the use of agency, contractor and interim staff. SMT will increase the controls over the authorisation of temporary appointments to mitigate this risk;
- b) Savings from the current establishment. The achievement of these savings is considered low risk given that they are based on the current level of vacancies within the staffing budget;
- c) Savings from a further review of establishment across the Council's services. At this stage this review has not started and is therefore considered the highest risk proposal.

These risks are known and work continues to improve this position.

My recommendations are also conditional upon:

- The agreement of a Medium Term Financial Strategy and Plan for 2017/18 to 2019/20 that will require significant reductions in net revenue expenditure to deliver a balanced budget for the financial years 2017/18 and beyond;
- A recognition in the medium term planning approach that the level of reserves and corporate risk assessment need to be regularly reviewed in the light of changing circumstances and that it may not be possible to match the two at any single point in time. The Council needs to show a commitment to maintain reserves at a level which provides adequate cover for most identified risks during the planning period. This approach is pragmatic and shows a clear commitment to prudent contingency planning. It must be noted, however, that the recommended levels of reserves still leave the Council exposed to the very exceptional risks identified in this review and, if those risks crystallise, to reserves being inadequate;
- Committees, Directors and budget holders managing within their cash limits for 2016/17 (and future years covered by the Medium Term Financial Strategy and Plan);

- Taking every opportunity to meet the Reserves Strategy as a first call on windfall underspends or receipts;
- Not considering further calls on reserves other than for those risks that have been identified, those that could not have been reasonably foreseen and that cannot be dealt with through management or policy actions. The exception to this is where the Reserves Strategy (reviewed annually) is met. Even in those circumstances, it is not prudent to finance ongoing spending from one-off reserves. Any excess reserves should be targeted towards one-off 'invest to save', supporting the transition that is required for future service delivery and contributions to fund the Council's capital programme;
- Where there is a draw-down on reserves, which causes the approved Reserves Strategy to be off target, that this is paid back within a maximum of three years; and
- That the Council has arrangements and resources in place to consider value for money in preparation for future years' budgets.

### **3 Reserves Strategy**

In relation to the adequacy of reserves, I recommend the following Reserves Strategy based on an approach to evidence the requisite level of reserves by internal financial risk assessment:

- An absolute minimum level of General Fund reserves of 5% of annual net expenditure that is maintained throughout the period between 2016/17 to 2019/20;
- An optimal level of reserves of between 5% and 10% of annual net expenditure over the period 2016/17 to 2019/20 to cover the absolute minimum level of reserves, in-year risks, cash flow needs and unforeseen circumstances;
- A maximum recommended level of reserves of 10% of annual net expenditure for the period 2016/17 to 2019/20 to provide additional resilience to implement the Medium Term Financial Plan;
- A Reserves Strategy to maintain the recommended optimal level of reserves within the relevant period (2016/17 to 2019/20); and

- In relation to the Housing Revenue Account (HRA) my recommendation is that reserves be maintained at a minimum of £300,000.

The Reserves Strategy will need to be reviewed annually and adjusted in the light of the prevailing circumstances.

The estimated level of unallocated General Fund reserves at 31 March 2016, based on current projections is 15.8% depending on final spending, which remains above the maximum recommended level. The next iteration of the Council's Medium Term Financial Strategy will address this issue further.

These recommendations are made on the basis of:

- The risks identified in the managers' reviews of their budgets;
- The detailed discussions that have taken place at SMT, including the regular review of the high risk proposals;
- My own enquiries during the development of the budget;
- The resilience required to deliver the Medium Term Financial Plan;
- One-off unallocated reserves not being used to fund new ongoing commitments;
- Reserves in 2016/17 and the foreseeable future being used only where planned and if risks materialise and cannot be contained by management or policy actions; and
- That where reserves are drawn down, the level of reserves is restored within a maximum of three years to that required by the Medium Term Financial Strategy.

There are also serious exceptional risks over and above those mentioned which, if they crystallise, could eliminate the Council's reserves and leave its financial standing seriously in question. These include:

- Not realising the efficiencies from transformation and new ways of working;
- Unforeseen impacts arising from the consequences of welfare reform, in particular the roll out of Universal Credit;
- The impact of the localisation of business rates and the consequences of future changes in the total rateable value of businesses located in Oadby & Wigston;
- The impact of changes to New Homes Bonus and other Government grants;
- Unanticipated changes to interest rates;

- Further Government controls on the levels of rent and Council Tax the Council can set;
- Any shortfall against the expected value of assets identified for disposal; and
- The lack of contingency funds to meet demographic and economic pressures, especially at this time of significant change.

In relation to the General Fund and HRA Capital Programme 2016/17 (including commitments from previous years):

- The HRA Capital Programme will need to be contained within total programme costs;
- The General Fund Capital Budget is based on the best information available in terms of project costs. What is less certain, given the history of cost variations, is the phasing of expenditure; and
- The strategic schemes identified in the Capital Programme will be closely monitored in-year.

### **Assurance**

Given all these factors I, as the Council's Section 151 Officer, consider the estimates for 2016/17 to be sufficiently robust but challenging for approval by the Council. I advise the Council that the General Fund Reserves are currently above the optimum level required to ensure financial stability over the medium term and recommend that the Reserves Strategy be maintained in 2016/17 and the medium term.

Martin Hone

Interim Chief Financial Officer

February 2016



## **Supporting Statement**

### *Processes*

Budget estimates are exactly that – estimates of spending and income made at a point in time and which will change as circumstances change. This statement about the robustness of estimates cannot give a 100% guarantee about the budget but gives Members reasonable assurance that the budget has been based on the best information available at the time.

In order to meet the requirement on the robustness of estimates a number of key processes have been put in place, including:

- The issuing of clear guidance to services on preparing budgets;
- The development of Council wide risk assessment;
- The use of budget monitoring to identify risk;
- The Council's S151 Officer providing advice throughout the process of budget preparation and budget monitoring;
- The SMT's review of their budgets, budget sensitivities and regular monitoring of the higher risk proposals;
- A review of budget proposals by SMT throughout the past year;
- A review of budget information by Members, Service Delivery Committee and Policy, Finance & Development Committee throughout the past year; and
- Enquiries made directly by the Section 151 Officer.

Notwithstanding these arrangements, which are designed to test the budget throughout its various stages of development, considerable reliance is placed on SMT and Heads of Service having proper arrangements in place to identify issues, project costs, assess service demands, consider value for money and efficiency, and implement changes in their service plans. This work is supported by appropriately qualified and experienced financial staff.

A summary of the key budget assumptions considered by services in terms of assessing the robustness of their budgets were:

- The treatment of inflation and interest rates;
- The treatment of demand led pressures;
- The treatment of efficiency savings/productivity gains;

- The financial risks inherent in any significant new funding partnerships, major outsourcing deals or major capital developments;
- The availability of other funds to deal with major contingencies;
- The Council's track record in budget and financial management;
- The Council's capacity to manage in-year budget pressures; and
- SMT's ability to manage any pressures that cannot be contained within a service.

#### *Robustness of Estimates – General Fund Revenue Budget*

The 2016/17 budget and service planning process continues the need to link financial resources to corporate priorities and risks. In addition to improving efficiency, there are clearly choices for the Council in this respect:

- To increase financial resources to meet demand and reduce risk; or
- To reduce (where possible) service levels and standards, frequency of service delivery, and eligibility for services.

As part of developing the budget, Members of the administration have considered these options and they are reflected in the proposed budget.

Most notably the Council has had to address major cost increases and pressures as well as corporate priorities including:

- Demographic changes;
- The cost of unsupported borrowing within the capital programme;
- Shortfalls in income;
- Reductions in grant from government; and
- The impact from business rate appeals.

#### *Adequacy of Reserves – General Fund Revenue Budget*

Under the Local Government 2003 Act the Secretary of State has reserve powers to set a minimum level of reserves. The most likely use of this power is where an authority is running down its reserves against the advice of their S151 Officer.

Determining the appropriate level of reserves is not a precise science. It is the Council's safety net for risks, unforeseen events or other circumstances. The reserves must last the lifetime of the Council unless contributions are made from future years' revenue budgets. The minimum level of balances cannot be judged merely against the current risks facing the Council as these can and will change over time.

Determining the appropriate level of reserves is a professional judgement based on local circumstances including the overall budget size, risks, robustness of budgets,

major initiatives being undertaken, budget assumptions, other earmarked reserves and provisions, and the Council's track record in budget management.

The consequences of not keeping a minimum prudent level of reserves can be serious. In the event of a major problem or a series of events, the Council would run a serious risk of a deficit or of being forced to cut spending during the year in a damaging and arbitrary way.

The recommendation on the prudent level of reserves has been based on the robustness of estimate information and the Corporate Risk Register. In addition, the other strategic operational and financial risks taken into account when recommending the minimum level of unallocated General Fund reserves include:

- There is always some degree of uncertainty over whether the full effects of any planned savings and/or service reductions will be achieved. SMT have been requested to be challenging but realistic in their assumptions and that those assumptions, particularly about demand led budgets, will hold true in changing circumstances;
- The Bellwin Scheme Emergency Financial Assistance to Local Authorities provides assistance in the event of an emergency. The Council is able to claim assistance with the cost of dealing with an emergency over and above a threshold set by the Government;
- The risk of major litigation, both current and in the future;
- The risk of losing subsidy arising from outstanding Housing Benefit and Council Tax Benefit Subsidy Claims;
- Unplanned volume increases in major demand led budgets;
- Any event that closes a material business rate payer in Oadby and Wigston and larger than estimated awards to business rate appeals;
- The need to retain a general contingency to provide for some measure of unforeseen circumstances which may arise. This part of the reserves is not provided for directly but indirectly on the assumption that the financial risks identified will not all crystallise within the same financial year; and
- The need to retain reserves for general day-to-day cash flow needs. This is minimal given the level of cash the Council holds at any given time.

#### *Estimated Earmarked General Fund Revenue Reserves*

I have reviewed the Council's earmarked revenue reserves. The amounts held for General Fund purposes are minimal having previously taken the opportunity to rationalise the earmarked reserves to support the transition that the Council is both currently and will be going through over the medium term.

#### *The Capital Budget*

Projects included in the Capital Programme were prepared by Heads of Service and Managers in line with financial regulations and guidance. All projects were agreed by the relevant SMT and Members and are fully funded for their estimated cost.

Projects have been costed at outturn prices with many subject to tender after inclusion in the programme. This may lead to variances in the final costs.

Services are required to work within the given cash envelope so any under or over provision must be found within these limits.

### *Capital Programme Risks*

The risk of the Council being unable to fund variations in the programme is minimal mainly due to phasing of projects. The Council is able to freeze parts of the programme throughout the year to ensure spend is within the agreed financial envelope, although this will have service implications. A further key risk to the capital programme is the ability of the Council to fully deliver it within the agreed timescales.

In relation to the General Fund and HRA Capital Programme 2016/17 (including commitments from previous years):

- The HRA Capital Programme will need to be contained within total programme cost by delaying or stopping specified schemes if necessary;
- The General Fund Capital Budget is based on the best information available in terms of project costs. What is less certain, given the history of underspends, is the phasing of expenditure; and
- The strategic schemes identified in the Capital Programme will be closely monitored in-year.



## APPENDIX 5

### Risk and Sensitivity Analysis for 2016/17 and Forward Forecast to March 2020

The table below identifies the key financial risks and sensitivities that the Council faces over the period to March 2020. 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% per annum.	National settlement at higher level.	Nil for 2016/17; unlikely over the planning period.	A 1% pay rise equates to a £60k in the annual salary bill.	Sufficient balances exist to cover pay increases.
Pay Inflation	No.	Only contractually agreed increases have been included in the 2016/17 budget.	That price rises are greater than assumed.	The retail and consumer price indices for December 2015 were 1.2% and 0.2% respectively. However, these indices are not generally reflective of local government expenditure.	Greater price inflation would put pressure on the use of balances as reserves as funding is fixed.	Budgetary control, virements, contingencies and service level adjustments.

<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>
<b>National Economic Climate</b>	No.	Cautious provision made.	Greater demand for services; reduced resources.	Scope and depth of current economic climate unknown.	Examples included in report and S151 Assurance Statement.	Budgetary control, provisions, contingencies, reserves and service level adjustments.
<b>New Legislation</b>	No.	Impacts of the Local Council Tax Support scheme, Universal Credit, local retention of NNDR, New Homes Bonus and reduction in housing rents have been included for 2016/17.	Increase in costs to ensure compliance.	Unknown.	Unknown – dependent on the impact of changes.	Constant monitoring, contingencies, reserves and service level adjustments.
<b>Changed Council Priorities</b>	Yes.	Budget strategy is linked to corporate plan.	Changes after budgets are set.	Low, provided budget strategy and corporate plan are aligned.	Cost of new priorities unknown at this stage.	Published plan.
<b>Level of Government Funding</b>	No.	Overall reduction in Revenue Support Grant	Lower grant level than expected.	The Treasury has set out provisional RSG	Council to be self-financing by 2020.	Increase in Council Tax, budget reductions,

<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>
		included in budget for 2016/17. Further reductions to NIL by 2020 anticipated.		reductions to 2020.		efficiency savings, alternative funding streams.
<b>VAT Partial Exemption</b>	Partly.	No immediate impact on budget.	Exceed 5% <i>de minimis</i> 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 schemes, use of reserves.
<b>Capital/Borrowing</b>	Yes.	Effect of prudential borrowing on revenue positions.	Impact on revenue. Political risk and Member aspirations. Balance of investment and sustainability.	Low.	Unknown.	CFO reporting to Council under statutory duties and the setting of appropriate prudential indicators.
<b>Interest Rates</b>	No.	Base rates of 0.5% have been used in preparing the estimates for 2016/17.	Higher rates would impact on both the General Fund and the HRA borrowing (adversely) and	Medium, given the uncertainties in the market especially because of continuing	In the medium term the impact of a rise would be minimal as the majority of the Council's	Adjust Treasury Management Strategy and other budgetary controls based on CIPFA's best practice guide.



<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>
			on investments (favourably).	global economic and fiscal difficulties.	borrowing is at fixed rates.	
<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 external financial advisers.
<b>Pension Contributions</b>	No.	Known increases in employer's contribution and actuarial strain payments included in estimates.	Market conditions and demand on the Pension Fund including those resulting from the new automatic enrolment and workplace pension reform.	Medium.	Unknown but could be significant.	Forecast/forward strategy with Leicestershire County Council; monitoring interim evaluation results.
<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 impact of austerity.	Directly dependent on increases or reductions in demand.	Customer/resident consultation and performance monitoring.
<b>Demographic</b>	No.	Service levels	Additional	Low.	Unknown but	Knowledge of

<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>
<b>Population Growth</b>		are based on 2012 Census report and other statistical information.	demand, insufficient resources.		could have significant effect.	trends in local demography, housing/planning delivery strategy, budget adjustment, Council and Business Rate income.
<b>Interaction with Leicestershire County Council and other partners</b>	Yes.	Financial support from LCC, central government other partners and stakeholders.	Adequacy of control and administration of partners; residual costs falling on OWBC as accountable body; budget cuts proposed by LCC for 2016/17 and beyond.	Medium.	Unknown but could have significant effect.	Financial regulations, other codes of governance, due diligence and regular monitoring.
<b>Council Tax Level</b>	Yes, up to a maximum increase of 2% in any year.	Increase of 1.99% in 2016/17.	A high Council Tax increase would result in the triggering of a referendum. A low Council tax	Medium.	1% movement in Council Tax equates to £37,000.	Advice of S151 Officer in liaison with Members; appropriate use of reserves and balances; targeted efficiency

<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>
			leads to pressure on the delivery of existing services.			savings.
<b>Savings and Efficiency Targets</b>	Yes.	Savings and efficiencies have been included in the budget for 2016/17 and support the Council's wider and longer term transformation plans.	Savings and efficiencies are not achieved or are reduced by budget pressures.	Medium.	The extent to which targets are not met.	Budget monitoring to ensure early detection of plans going off target. Use of Equilibrium Reserve.
<b>Failure in Budgetary Control</b>	Yes.	Income and expenditure will be as set out in the budget.	Higher expenditure. Lower income. External events outside the Council's control.	Low, given budget monitoring processes and the Council's track record on financial management.	A 1% variance in net General Fund budget is equivalent to 1.8% on the Council Tax.	Budgetary control, virement, contingency provision, use of reserves, service adjustments.



<b>Council</b>	<b>Thursday, 18 February 2016</b>	<b>Matter for Decision</b>
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**Title:** **Council Tax Setting 2016/17**

**Author:** **Martin Hone – Interim Chief Financial Officer (Section 151 Officer)**

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## 1. Introduction

- 1.1.** The purpose of this report is for the Council to set the amount of Council Tax for its area in accordance with section 30 (s) of the Local Government Finance Act 1992, as amended by the Localism Act 2011.

Approval is sought for Oadby & Wigston Borough Council's net budget requirement of £6,414,876 and an associated Band D Council Tax for 2016/17 of £206.63

## 2. Recommendations

- 2.1.** That it be noted that under powers delegated to the Chief Financial Officer, the Council has calculated the amount of 16,944.20 as its Council Tax base for the financial year 2016/17 in accordance with the Local Authorities (Calculation of Council Tax Base) (England) Regulations 2012.
- 2.2.** That the Council Tax Requirement for the Council's own purposes for 2016/17 is £3,501,210.
- 2.3.** The following amounts be calculated by the Council for the year 2016/17 in accordance with sections 30 to 306 (as amended) of the Local Government Finance Act 1992:
- 2.3.a.** £19,017,644 being the aggregate of the amounts which the Council estimates for the items set out in section 31 A (2) of the Act.
- 2.3.b.** £15,516,434 being the aggregate of the amounts which the Council estimates for the items set out in section 31 A (3) of the Act.
- 2.3.c.** £3,501,210 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 31 A (4) of the Act, as its Council Tax Requirement for the year.
- 2.3.d.** £206.63 being the amount at 3 c) divided by the amount a 1 above, calculated by the Council, in accordance with section 31 B of the Act, as the basic amount of its Council Tax for the year

### 2.3.e. Valuation Bands

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
137.75	160.71	183.67	<b>206.63</b>	252.55	298.47	344.39	413.26

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 amount to be taken into account for the year in respect of categories of dwellings listed in different valuation bands.

- 2.4. That it is noted that for the year 2016/17, 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 shown below.

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

<b>Leicestershire County Council :-</b>							
A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
751.60	876.87	1,002.14	<b>1,127.40</b>	1,377.94	1,628.47	1,879.00	2,254.80
<b>Police and Crime Commissioner for Leicestershire :-</b>							
A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
122.38	142.78	163.18	<b>183.58</b>	224.37	265.17	305.96	367.15
<b>Leicestershire Fire Authority :-</b>							
A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
41.08	47.93	54.77	<b>61.62</b>	75.31	89.01	102.70	123.24

- 2.5. 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 2016/17 for each of the categories of dwellings shown below'

#### **Valuation Bands**

A	B	C	D	E	F	G	H
£	£	£	£	£	£	£	£
1,052.81	1,228.29	1,403.76	<b>1,579.23</b>	1,930.17	2,281.12	2,632.05	3,158.45

### **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 (i.e., Council Tax Band) before 11 March in the preceding financial year. The major preceptors (Leicestershire County Council, the Police and Crime Commissioner for Leicestershire and Leicester, Leicestershire and Rutland Combined Fire Authority) have set their Council Tax increases for 2016/17 as follows:

(Continued overleaf)

<b>PRECEPTOR</b>	<b><u>%-AGE INCREASE</u></b>
Leicestershire County Council	3.99
Police and Crime Commissioner for Leicestershire and Leicester	1.99
Leicestershire and Rutland Combined Fire Authority	1.97

The Autumn Spending Review announced that for the rest of the current Parliament, local authorities responsible for adult social care will be given an additional 2% flexibility on their current Council Tax referendum threshold to be used entirely for adult social care. As can be seen in the table above, Leicestershire County Council has decided to make use of this flexibility when setting their precept for 2016/17.

The final local government finance settlement for 2016-17 was announced by the Secretary of State on 8 February. There have been some changes from the provisional settlement. Every district council will be able to increase their Band D council tax by up to £5 or 2%, whichever is greater. In the provisional settlement only those district councils with Band D in the lower quartile were eligible for the £5 threshold. The proposed increase on Council Tax of 1.99% is equivalent to an increase at Band D of £4.03, so if the Council opted for the £5 increase a further 97p would be due at Band D, with a pro rata impact on other Council Tax bands. This would raise an additional £16,000 in 2016/17.

In total, the average Council Tax (Band D) for 2016/17 will be £1,579.23, comprising:

<b>PRECEPTOR</b>	<b><u>BAND D COUNCIL TAX</u></b>	<b><u>%-AGE INCREASE</u></b>
Leicestershire County Council	£1,127.40	3.99
Police and Crime Commissioner for Leicestershire and Leicester	£183.58	1.99
Leicestershire and Rutland Combined Fire Authority	£61.62	1.97
Oadby & Wigston Borough Council	£206.63	1.99
<b>TOTAL</b>	<b>£1,579.23</b>	<b>3.41</b>

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

(Continued overleaf)

	09/10		10/11		11/12		12/13	
	£	%	£	%	£	%	£	%
<b>L.C.C</b>	1,037.07	71.4	1,063.00	71.4	1,063.00	71.4	1,063.00	71.2
<b>L.P.P.C</b>	165.21	11.4	169.63	11.4	169.63	11.4	173.87	11.6
<b>L.F.A</b>	51.82	3.6	53.38	3.5	53.38	3.6	53.38	3.6
<b>OWBC</b>	198.63	13.7	202.60	13.6	202.60	13.6	202.60	13.6
<b>Total</b>	<b>1,452.73</b>		<b>1,488.61</b>		<b>1,488.61</b>		<b>1,492.85</b>	
	13/14		14/15		15/16		16/17	
	£	%	£	%	£	%	£	%
<b>L.C.C</b>	1,063.00	71.2	1,063.00	70.8	1,084.15	71.0	1,127.40	71.4
<b>L.P.P.C</b>	173.87	11.6	176.48	11.8	180.00	11.8	183.58	11.6
<b>L.F.A</b>	58.38	3.6	59.25	3.9	60.43	4.0	61.62	3.9
<b>OWBC</b>	202.60	13.6	202.60	13.5	202.60	13.3	206.63	13.1
<b>Total</b>	<b>1,497.85</b>		<b>1,501.33</b>		<b>1,527.18</b>		<b>1,579.23</b>	

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 2016/17.

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 2016/17. 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.

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Implications	
Financial	These are included within the main body of the report.
Legal	An annual legislative requirement as to Council Tax setting.
Risk	CR1 - Scarce Financial Resources Risk has been assessed and appropriate measures have been built into these budget proposals.
Equalities	In planning the budget, EIA's have been taken into account for all changes to current funding-levels.



Council	Thursday, 18 February 2016	Matter for Decision
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**Title:** **Pay Policy Statement 2016/2017**

**Author:** Karen Pollard - Interim Corporate Resources Manager

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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 2016/2017.

## 2. Recommendations

That Members approve the Pay Policy Statement for 2016/2017

Once approved by the full Council, this policy statement will come into immediate effect, superseding the 2015/2016 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**. The pay award has not been settled for this year, so the pay grade is the same as the report on February 2015. 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	CR1 - Scarce Financial Resources The implications of the pay policy are incorporated within revenue budgets.
Legal	CR4 – Reputation Damage CR6 – Regulatory Governance CR8 – Organisational /Transformational Change
Risk	Promotes transparency and should prohibit pay disparities.
Equalities	Adherence to legislation and policies will prevent challenge to the Council.

**OADBY AND WIGSTON BOROUGH COUNCIL**

**Pay Policy Statement 2016/2017**

**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	£87,652 - £96,467
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(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
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(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
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- (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 Council signed up to the National Minimum Living Wage and this was implemented in September 2013. On the 2 November 2015, the National Minimum Living Wage was set at £8.25 per hour. An increase of 2.6% which is the same percentage increase as last year. The national minimum wage is £6.70 per hour. Those employees currently on Band 1 and early points on Band 2, 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. This will change once the annual pay award has been agreed
- 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. The apprentices at this Council are paid £5.30 per hour or dependant on age. Apprentices over 21 years of age receive £6.70 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). Note that the pay award for 2016/17 is still outstanding. The Chief Executives pay is 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  
Head of Community  
Head of Corporate Resources

**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.

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2014/15 SALARY PAY GRADES

APPENDIX B

		1st April 2014	Hourly Rate	1st January 2015	Hourly Rate			
N J C  L o c a l  G o v e r n m e n t  E m p l o y e e s  ( G r e e n  B o o k )	SCP	£	£	£	£			
	Band 1	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			
Band 2		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		
Band 3		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		
		19	17,980	9.32	18,376	9.52		
Band 4		20	18,638	9.66	19,048	9.87		
		21	19,317	10.01	19,742	10.23		
		22	19,817	10.27	20,253	10.50		
Band 5		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		
Band 6		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		
Band 7		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		
Band 8		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		
Band 9		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		
Band 10		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		Band 11	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		Management Level 1	Level a	46,406	24.05	47,427	24.58	2.20%
			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	Management Level 2	Level 2	55,000	28.51	56,210	29.14	2%	
	Management Level 3	Level 3	60,000	31.10	61,320	31.78		
	Management Level 4	Level 4	65,000	33.69	66,430	34.43		
Hay salary grades	Director D4-6	D4	73,497	38.10	74,967	38.86	2%	
		D5	75,657	39.22	77,170	40.00		
		D6	77,817	40.33	79,373	41.14		
Hay salary grades	Chief Executive	C1	85,933	44.54	87,652	45.43	2%	
		C2	89,673	46.48	91,466	47.41		
		C3	94,575	49.02	96,467	50.00		



Council	Thursday, 18 February 2016	Matter for Decision
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**Title:** Response to Government Consultations: Proposed Changes to National Planning Policy and New Homes Bonus

**Author:** Anne Court (Director of Services and Monitoring Officer)  
Adrian Thorpe (Planning Policy and Regeneration Manager)

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## 1. Introduction

1.1 The Government is consulting on Proposed Changes to National Planning Policy and New Homes Bonus. This report sets out the Council's proposed response to these consultations.

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2.1 That the proposed comments as set out in paragraphs 3.3 to 3.15 and 3.18 to 3.20 of this report are approved as the Council's response to the Government consultations.

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### ***Proposed Changes to National Planning Policy***

3.1 This consultation seeks views on proposed changes to national planning policy. It covers the following issues:

1. Broadening the definition of affordable housing, to expand the range of low cost housing opportunities
2. Increasing the density of development around commuter hubs, to make more efficient use of land in suitable locations
3. Supporting sustainable new settlements, development on brownfield land and small sites, and delivery of housing agreed in Local Plans
4. Supporting delivery of starter homes and
5. Transitional arrangements

3.2 The full consultation document is available at: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/488276/151207\\_Consultation\\_document.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/488276/151207_Consultation_document.pdf). The following comments are proposed in relation to matters relevant to the Borough of Oadby and Wigston.

3.3 ***Do you have any comments or suggestions about the proposal to amend the definition of affordable housing in national planning policy to include a wider range of low cost home ownership options?***

There is concern that by broadening the definition of affordable housing to include a wider range of home ownership products coupled with proposed measures prioritising the development of starter homes within the overall target for increased housing delivery, the ability of local planning authorities to ensure delivery of other affordable models (for rent and shared ownership) will be significantly undermined.

Paragraph 50 of the NPPF requires local planning authorities to plan for inclusive, mixed and balanced communities. However, it is felt that this statement of policy is insufficient to ensure other housing for rent or existing low cost home ownership models will continue to be developed in light of the prioritising of starter homes. It is contended that developers are likely to favour starter homes as their contribution through section 106 agreements. The Government states it is concerned that the proposed changes support their commitment to widening the accessibility of home ownership for those who aspire to it, but who are currently struggling to meet this through the market. However, there will still be people who will be unable financially to realise this aspiration and will still need access to other affordable housing options. In addition, many current affordable housing products have the benefit of remaining affordable in perpetuity which will not occur with the delivery of starter homes. Although there is a restriction on starter homes not being resold or let at their open market value for 5 years following the initial sale this still means that they will, in effect, be affordable just once and not in perpetuity and therefore, future generations will not be able to benefit from access to the same affordable housing.

No consideration has been given as to whether there is a case to add the private rented sector to the definition of affordable housing.

**3.4 *Do you have any views on the implications of the proposed change to the definition of affordable housing on people with protected characteristics as defined in the Equalities Act 2010? What evidence do you have on this matter?***

As set out above, prioritisation of starter homes and home ownership in general is likely to be detrimental to some people with protected characteristics such as those with disabilities and the elderly as they are less likely to be able to access low cost home ownership. Although the Government contends that it sees starter homes as largely additional to homes that would otherwise be built plus the Framework still requires the promotion of mixed use communities it is still more likely that developers would favour an affordable housing product and this would reduce or alter the mix of affordable housing provided which could impact on those individuals seeking non-ownership affordable housing. There is current DCLG statistical evidence that demonstrates that fewer affordable homes are now being provided for people to rent. Intermediate affordable housing, mostly homes in shared ownership schemes, has also declined.

**3.5 *Do you consider that it would be beneficial to strengthen policy on development of brownfield land for housing? If not, why not and are there any unintended impacts that we should take into account?***

Yes, development on brownfield land should be prioritised, for example there should be a sequential test to development which begins with brownfield land in city and town centres, then brownfield land in other urban areas and villages and then greenfield land.

Current policy set out in the National Planning Policy Framework is unhelpful for Local Authorities that are attempting to bring forward brownfield land first. The Council has received challenges to our ambition of bringing forward town centre and urban area brownfield land first. These challenges have stemmed from the wording of the NPPF which suggests that the use of brownfield land for development should only be 'encouraged'. It would be beneficial if national policy went further and stated that the reuse of brownfield land should be prioritised. Currently brownfield land which is ready and appropriate for development is being overlooked by developers in

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**3.6 Do you consider that it would be beneficial to strengthen policy on development of small sites for housing? If not, why not? How could the change impact on the calculation of the local planning authorities' five-year land supply?**

Currently the National Planning Practice Guidance (Reference ID: 3-010-2014306) states *'...the assessment should consider all sites and broad locations for growth capable of delivering five or more dwellings or economic development on sites of 0.25ha and above. Where appropriate, plan makers may wish to consider alternative site size thresholds'*.

Oadby and Wigston Borough Council is proposing the use of no threshold for identifying sites for future housing. The reason for this is due to the Borough's relatively small size and its predominately urban nature. Historically the Borough has seen a relatively high number of small sites coming forward for development. To put the size of the Borough into context, when looking at extent of the realm measurements in hectares, (on the 31st December 2013) the Office for National Statistics suggests that out of the 406 UK Local Authority Districts, the Borough of Oadby and Wigston is the 11th smallest; however when discounting the eight London Borough's within the eleven it is the 3rd smallest behind the Isles of Scilly and Watford.

As no two local authority areas are the same it would be helpful if the wording in the National Planning Practice Guidance allowed more flexibility. It would be helpful if wording suggested that all relevant sites should be assessed and that it was the local authority's responsibility to identify an appropriate site size threshold.

**3.7 Do you agree with the Government proposal to define a small site as a site of less than 10 units? If not, what other definition do you consider is appropriate, and why?**

The 'standard' for local authorities in determining site size for annual monitoring purposes is that 10 dwellings and above constitutes a large site and those below are classed as small sites, therefore it would seem logical and sensible to use this threshold for definition purposes.

However, the Borough Council would not support any proposals to restrict affordable housing contributions to sites of 10 dwellings and above / large sites as has previously been put forward by Government. The Borough of Oadby and Wigston is small in size and relies on small residential sites (those of 9 units and below) coming forward to realise it's planned housing target. The Borough has an identified affordable housing need and would wish to test the viability of requiring affordable housing on residential sites of 9 dwellings and below to ensure that the Borough's affordable housing need is continued to be met.

It would be helpful if there was flexibility in the approach to contributions, in particular affordable housing requirement to ensure that local authorities are given the opportunity to provide as many affordable homes as they can.

Increasing the full objectively assessed housing need (or Plan period target) in local authority areas that rely on small sites coming forward would not increase the level of affordable home provision with current national policy.

**3.8 *Do you consider that national planning policy should set out that local planning authorities should put in place a specific positive local policy for assessing applications for development on small sites not allocated in the Local Plan?***

Currently planning applications for residential development are determined in accordance with both national and local planning policy. Each submitted application is determined on its own merits and takes account of the presumption in favour of sustainable development. Adding an extra layer of policy would not help the situation.

However, if a small sites policy was to be introduced, it should only relate to development of brownfield land and not greenfield land.

**3.9 *What do you consider should be the baseline against which to monitor delivery of new housing?***

Each local authority is required to produce an Annual Monitoring report which illustrates key findings relating to key elements of Local Plan / Core Strategy delivery. One of the key parts to an Annual Monitoring Report is the delivery of new housing; this could well be used as a baseline. As well as Annual Monitoring Reports councils are required to fill out the HFR return on Interform on an annual basis, again this could be a useful baseline.

**3.10 *What should constitute significant under-delivery, and over what time period?***

The definition of 'significant under delivery' needs to be set out in national policy, as well as the definition of 'persistent'. Current national policy wording allows too much room for interpretation and conflicting judgement. Having definitions set out in national policy would significantly reduce the burden during both planning application and any subsequent appeal stages. In addition to the above it is worth noting that future supply should have a direct link to under delivery also.

To ensure that short term fluctuations in the economy do not have overriding impacts, a longer time period should be used, for example 5 or 10 years and a cumulative approach should be taken. The most logical starting point for working out under delivery would be the beginning of the Local Plan plan period. A 15 or 20 percent figure should be used to establish whether a local authority was significantly under supplying over the chosen time period. If the time period adopted was for a shorter period than 5 years a higher percentage should be used, for example 30 – 40 percent to take account of short term fluctuations within the economy

**3.11 *What steps do you think should be taken in response to significant under-delivery?***

If a local authority is deemed to have a significant under delivery of residential dwellings, the government should engage with the local authority and understand why there has been under delivery. It is far too blinkered to suggest that under delivery is because a local authority is not providing the development industry with enough viable land. If a local authority is consistently refusing planning applications for development to restrict the supply of homes measures need to be imposed, however if the local authority is doing all it can to release land, whether it be brownfield or greenfield, but the development industry is dictating supply, (eg by suppressing build out rates) measures should not be imposed on the local authority.

It must be noted that local authorities can only supply land for homes to be built on and cannot influence the rate at which homes are built.

**3.12 *How do you see this approach working when the housing policies in the Local Plan are not up-to-date?***

An understanding of why a local authority is under delivering against the Full Objectively Assessed Need or Plan period target needs to be understood before a Local Plan is deemed out of date.

**3.13 *What would be the impact of a housing delivery test on development activity?***

Introducing a housing delivery test would only have an impact on those local authorities that resist development opportunities. Currently local authorities 'test' their residential land supply against their need to formulate a 5 year land supply. Local authorities that produce Annual Monitoring Reports will 'test' their delivery against their Plan period target to illustrate whether there is any under or over supply.

Introducing a test that certain local authorities could fail on will only increase the level of ad-hoc unplanned for (unsustainable) housing development. This would not conform to paragraph 17 of the National Planning Policy Framework which states that '*planning should be genuinely plan led*'.

**3.14 *What evidence would you suggest could be used to justify retention of land for commercial or similar use? Should there be a fixed time limit on land retention for commercial use?***

In relation to the Government's plans to amend paragraph 22 of the National Planning Policy Framework to make clear that unviable or underused employment land should be released unless there is significant and compelling evidence to justify its retention. It is agreed that an up to date needs assessment and market demand evidence (stated as the likely minimum evidence requirement) are necessary components of any retention justification evidence. Other evidence that should be included would be to undertake a qualitative assessment and establish a hierarchy of sites. By ranking sites through site assessment, local planning authorities can demonstrate what industrial areas are critical to the economic wellbeing of an authority's area now and in the future and also what sites could be removed or recycled for other uses, employment or otherwise. Also, an economic sector assessment should form part of the evidence base. It is useful to know what sector concentrations may exist as this might have implications for future land requirements and thus highlight where expansion/redevelopment of sites for new employment uses may be required. In addition, a Business Needs Survey may be helpful to establish what works, doesn't work and whether any businesses are looking to expand/relocate in the near future. It is essential for the development of the local

economy that employment land in good locations is not lost unnecessarily to alternative development including residential development where it can be demonstrated that it is needed for the proper functioning and development of the local economy.

It is felt that the imposition of a time limit on the protection of commercial or employment land could be prohibitive in terms of keeping the evidence base for the retention of sites up-to-date.

**3.15 *Do you consider that the starter homes exception site policy should be extended to unviable or underused retail, leisure and non residential institutional brownfield land?***

The proposal to expand the current starter homes exception site policy to include unviable and underused retail, leisure and non-residential institution brownfield land is agreed with in principle as it would see previously developed land brought forward for housing development. However, there should be similar evidence requirements, as for commercial and employment land, in terms of seeking to retain sites. There may be instances where a local planning authority may wish to retain a site and so there should be the opportunity for them to provide robust and appropriate evidence to support this.

***New Homes Bonus: Sharpening the Incentive***

**3.16** This consultation sets out a variety of options for increasing the focus of the New Homes Bonus (“the Bonus”) on delivery of new homes and freeing up resources to be recycled within the local government settlement to support authorities with particular pressures, such as adult social care, following the outcome of the 2015 Spending Review. The options on which views are sought are: withholding the Bonus from areas where an authority does not have a Local Plan in place; abating the Bonus in circumstances where planning permission for a new development has only been granted on appeal; and adjusting the Bonus to reflect estimates of deadweight. The consultation also sets out proposals for reductions in the number of years for which the Bonus is paid from the current 6 years to 4 years. The consultation considers mechanisms by which the changes could be calculated and provides exemplifications to show how the changes would work in practice alongside indications of the total cost. The changes are only proposed for 2017-18 onwards so exemplifications of impacts on individual local authorities have not been provided.

**3.17** The full consultation document is available at: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/487095/151217 - nhb draft condoc published version.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/487095/151217_-_nhb_draft_condoc_published_version.pdf). The following comments are proposed in relation to matters relevant to the Borough of Oadby and Wigston.

**3.18 *What are your views on moving from 6 years of payments under the Bonus to 4 years, with an interim period for 5 year payments? Should the number of years of payments under the Bonus be reduced further to 3 or 2 years?***

The Borough Council would be opposed to any reduction in the number of years that New Homes Bonus is paid.

**3.19 *Do you agree that local authorities should lose their Bonus allocation in the years during which their Local Plan has not been submitted? If not, what alternative arrangement should be in place? Is there merit in a mechanism for***

***abatement which reflects the date of the adopted plan? Do you agree to this mechanism for reflecting homes only allowed on appeal in Bonus payments?***

Preparing and keeping up to date a Local Plan is a statutory requirement of Local Councils. It is also a complicated task influenced by numerous external stakeholders and influences which can delay the process.

There is no direct relationship between the payment of New Homes Bonus and whether or not a local authority has submitted a Local Plan or how up to date a Local Plan is. Similarly, there are numerous reasons why a Council may refuse planning permission for a development that is subsequently approved at appeal. There are often good reasons for refusing planning permission in the first instance and it is not always down to poor decision making of the local authority as suggested in the consultation document.

The original purpose of New Homes Bonus was to financially reward those local communities that accepted new housing development into their area, regardless of how that housing comes about, and this is acknowledged in paragraph 3.24 of the consultation document.

It is therefore contended that it is not appropriate, nor fair on local communities, to use New Homes Bonus as an incentive to the Local Plan process or the decision making process in respect of planning applications for housing development.

**3.20 *Do you agree that setting a national baseline offers the best incentive effect for the Bonus? Do you agree that the right level for the baseline is 0.25%?***

There needs to be a recognition that not all local authorities have the physical capability to demonstrate a stronger than average commitment to growth, for example, due to infrastructure constraints, physical constraints, land availability and the size of the local authority area. It would appear that setting a baseline would unduly penalise such local authorities, including to the extent that some might not receive any New Homes Bonus at all.

Regardless of the number of new homes delivered in a local authority area, every new home in a community will have an impact on that community and New Homes Bonus payments should reflect this. In particular, it would not be appropriate for any local authority to receive no New Homes Bonus payment as a result of this measure.

**Email:** adrian.thorpe@oadby-wigston.gov.uk

**Tel:** (0116) 257 2645

<b>Implications</b>	
Financial	Any changes to New Homes Bonus that affected the level of payments would have a financial implication to the Council.
Legal	No significant implications.
Risk [AT]	CR1 Decreasing Financial Resources: Any changes to New Homes Bonus that affected the level of payments would have a financial implication to the Council.
Equalities	Government has published an Equalities Statement to accompany these consultations







Council	Thursday, 18 February 2016	Matter for Decision
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It must be noted that local authorities can only supply land for homes to be built on and cannot influence the rate at which homes are built.

**3.12 *How do you see this approach working when the housing policies in the Local Plan are not up-to-date?***

An understanding of why a local authority is under delivering against the Full Objectively Assessed Need or Plan period target needs to be understood before a Local Plan is deemed out of date.

**3.13 *What would be the impact of a housing delivery test on development activity?***

Introducing a housing delivery test would only have an impact on those local authorities that resist development opportunities. Currently local authorities 'test' their residential land supply against their need to formulate a 5 year land supply. Local authorities that produce Annual Monitoring Reports will 'test' their delivery against their Plan period target to illustrate whether there is any under or over supply.

Introducing a test that certain local authorities could fail on will only increase the level of ad-hoc unplanned for (unsustainable) housing development. This would not conform to paragraph 17 of the National Planning Policy Framework which states that '*planning should be genuinely plan led*'.

**3.14 *What evidence would you suggest could be used to justify retention of land for commercial or similar use? Should there be a fixed time limit on land retention for commercial use?***

In relation to the Government's plans to amend paragraph 22 of the National Planning Policy Framework to make clear that unviable or underused employment land should be released unless there is significant and compelling evidence to justify its retention. It is agreed that an up to date needs assessment and market demand evidence (stated as the likely minimum evidence requirement) are necessary components of any retention justification evidence. Other evidence that should be included would be to undertake a qualitative assessment and establish a hierarchy of sites. By ranking sites through site assessment, local planning authorities can demonstrate what industrial areas are critical to the economic wellbeing of an authority's area now and in the future and also what sites could be removed or recycled for other uses, employment or otherwise. Also, an economic sector assessment should form part of the evidence base. It is useful to know what sector concentrations may exist as this might have implications for future land requirements and thus highlight where expansion/redevelopment of sites for new employment uses may be required. In addition, a Business Needs Survey may be helpful to establish what works, doesn't work and whether any businesses are looking to expand/relocate in the near future. It is essential for the development of the local

economy that employment land in good locations is not lost unnecessarily to alternative development including residential development where it can be demonstrated that it is needed for the proper functioning and development of the local economy.

It is felt that the imposition of a time limit on the protection of commercial or employment land could be prohibitive in terms of keeping the evidence base for the retention of sites up-to-date.

**3.15 *Do you consider that the starter homes exception site policy should be extended to unviable or underused retail, leisure and non residential institutional brownfield land?***

The proposal to expand the current starter homes exception site policy to include unviable and underused retail, leisure and non-residential institution brownfield land is agreed with in principle as it would see previously developed land brought forward for housing development. However, there should be similar evidence requirements, as for commercial and employment land, in terms of seeking to retain sites. There may be instances where a local planning authority may wish to retain a site and so there should be the opportunity for them to provide robust and appropriate evidence to support this.

***New Homes Bonus: Sharpening the Incentive***

**3.16** This consultation sets out a variety of options for increasing the focus of the New Homes Bonus (“the Bonus”) on delivery of new homes and freeing up resources to be recycled within the local government settlement to support authorities with particular pressures, such as adult social care, following the outcome of the 2015 Spending Review. The options on which views are sought are: withholding the Bonus from areas where an authority does not have a Local Plan in place; abating the Bonus in circumstances where planning permission for a new development has only been granted on appeal; and adjusting the Bonus to reflect estimates of deadweight. The consultation also sets out proposals for reductions in the number of years for which the Bonus is paid from the current 6 years to 4 years. The consultation considers mechanisms by which the changes could be calculated and provides exemplifications to show how the changes would work in practice alongside indications of the total cost. The changes are only proposed for 2017-18 onwards so exemplifications of impacts on individual local authorities have not been provided.

**3.17** The full consultation document is available at: [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/487095/151217 - nhb draft condoc published version.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/487095/151217_-_nhb_draft_condoc_published_version.pdf). The following comments are proposed in relation to matters relevant to the Borough of Oadby and Wigston.

**3.18 *What are your views on moving from 6 years of payments under the Bonus to 4 years, with an interim period for 5 year payments? Should the number of years of payments under the Bonus be reduced further to 3 or 2 years?***

The Borough Council would be opposed to any reduction in the number of years that New Homes Bonus is paid.

**3.19 *Do you agree that local authorities should lose their Bonus allocation in the years during which their Local Plan has not been submitted? If not, what alternative arrangement should be in place? Is there merit in a mechanism for***

***abatement which reflects the date of the adopted plan? Do you agree to this mechanism for reflecting homes only allowed on appeal in Bonus payments?***

Preparing and keeping up to date a Local Plan is a statutory requirement of Local Councils. It is also a complicated task influenced by numerous external stakeholders and influences which can delay the process.

There is no direct relationship between the payment of New Homes Bonus and whether or not a local authority has submitted a Local Plan or how up to date a Local Plan is. Similarly, there are numerous reasons why a Council may refuse planning permission for a development that is subsequently approved at appeal. There are often good reasons for refusing planning permission in the first instance and it is not always down to poor decision making of the local authority as suggested in the consultation document.

The original purpose of New Homes Bonus was to financially reward those local communities that accepted new housing development into their area, regardless of how that housing comes about, and this is acknowledged in paragraph 3.24 of the consultation document.

It is therefore contended that it is not appropriate, nor fair on local communities, to use New Homes Bonus as an incentive to the Local Plan process or the decision making process in respect of planning applications for housing development.

**3.20 *Do you agree that setting a national baseline offers the best incentive effect for the Bonus? Do you agree that the right level for the baseline is 0.25%?***

There needs to be a recognition that not all local authorities have the physical capability to demonstrate a stronger than average commitment to growth, for example, due to infrastructure constraints, physical constraints, land availability and the size of the local authority area. It would appear that setting a baseline would unduly penalise such local authorities, including to the extent that some might not receive any New Homes Bonus at all.

Regardless of the number of new homes delivered in a local authority area, every new home in a community will have an impact on that community and New Homes Bonus payments should reflect this. In particular, it would not be appropriate for any local authority to receive no New Homes Bonus payment as a result of this measure.

**Email:** adrian.thorpe@oadby-wigston.gov.uk

**Tel:** (0116) 257 2645

<b>Implications</b>	
Financial	Any changes to New Homes Bonus that affected the level of payments would have a financial implication to the Council.
Legal	No significant implications.
Risk [AT]	CR1 Decreasing Financial Resources: Any changes to New Homes Bonus that affected the level of payments would have a financial implication to the Council.
Equalities	Government has published an Equalities Statement to accompany these consultations





**MINUTES OF A MEETING OF THE OADBY RESIDENTS FORUM HELD AT BAPTIST CHURCH HALL, LEICESTER ROAD, OADBY ON WEDNESDAY 4 NOVEMBER 2015, COMMENCING AT 6.30 P.M.**

**IN ATTENDANCE:**

Councillor D Carter– Chair

**Councillors:** B Fahey, D Gamble, Z Haq ,J Kaufman, L Darr, B Dave, G Atwal,

**Residents in attendance:** J Dabney, R Rajani, P Coomes, M Coomes, Z Esat, P.Picton, C O`Donovan, N.Atter, M. Luke, D. Cunningham, M.P. Hughes, S Thanki, C Robertson, S Robertson, P Bliss, Reverend G Gamble, L. Green, S. Poole, D. Needham, H.Smith, R.Dodge, K Hambleton, J Ramaya, J Vickerstaff, G Lamb, S. Lucas, C Foulds, S Mosley, J Bayars, J E Sherlock, P Ballard, P Bates, M Bates, M Whearity, J Feber, E A Keyword, J Patterson, B Patterson, JSB Gill, R Gill, M Thornton, S Bolton, G Austen, H Moore, D J Burton, F H Wilcock, D Hudson, H Hudson, L Dobney, M Ward, J Ward, A Yilmaz, H J Hiew, T Chowdhury

**Others in Attendance:** PCSO J Darby, C Holmes (OWBC),V Quintyne (OWBC), J Carr (OWBC), A Thorpe.(OWBC), L Shah(OWBC), B Shah(OWBC),

**Apologies:** PC M Fenwick, S Gutteridge (Oadby Traders), P Newman, H Newman,.

Min Ref	Narrative	Officer Responsible																					
31.	<p><b><u>LOCAL POLICE ISSUES</u></b></p> <p>Police Community Support Officer Jack Darby provided an update on crime figures for the period between September and October 2015. The details are summarised below:</p> <table border="0" data-bbox="316 1137 997 1384"> <thead> <tr> <th></th> <th style="text-align: center;">This</th> <th style="text-align: center;">Last</th> </tr> </thead> <tbody> <tr> <td>Burglary in Dwelling:</td> <td style="text-align: center;">12</td> <td style="text-align: center;">22</td> </tr> <tr> <td>Burglary Other than Dwelling:</td> <td style="text-align: center;">7</td> <td></td> </tr> <tr> <td>Theft from Vehicle:</td> <td style="text-align: center;">14</td> <td style="text-align: center;">16</td> </tr> <tr> <td>Criminal Damage:</td> <td style="text-align: center;">8</td> <td style="text-align: center;">15</td> </tr> <tr> <td>BOT Dwellings (business premises)</td> <td style="text-align: center;">3</td> <td></td> </tr> <tr> <td>Robberies</td> <td style="text-align: center;">1</td> <td></td> </tr> </tbody> </table> <p>PCSO Darby informed residents of projects currently in operation;</p> <p>Speed monitoring is planned to be implemented in Stoughton Road.</p> <p>On motorbikes speeding along the A6.,residents are encouraged to report excessive speeders including the vehicle registration numbers.</p> <p>A mobile speed gun was in use a few days ago along the A6. One was used on the cycle path leading to Great Glen.</p> <p>A speeding cyclist was observed, and a registration number taken and brought to the attention of the Police.</p> <p>Nitrous oxide canisters are being used. The Police are monitoring the situation. Residents were encouraged to report the drug dealers.</p> <p>There have been no reports of anti-social drinking within the last six months. On this point, a resident raised about people drinking alcohol openly in the park. The Police stated this was only deemed to be anti social behaviour where drinkers are underage or exhibiting anti social behaviour. The only no alcohol drinking zone in Oadby, is Fludes Lane. Where behaviour is deemed to be harassing, causing alarm</p>		This	Last	Burglary in Dwelling:	12	22	Burglary Other than Dwelling:	7		Theft from Vehicle:	14	16	Criminal Damage:	8	15	BOT Dwellings (business premises)	3		Robberies	1		
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	<p>or distress then the public should notify the Police.</p> <p>On a resident noting speed strips had been placed on the road to measure speeding, the County Councillor affirmed this was not the case.</p> <p>A resident raised a concern regarding speeding on the A6 and the possibilities of fatalities. A County Councillor noted there had been two accidents on the A6, one of which was a fatality. Both had nothing to do with speeding. One person had taken ill and the other was a pedestrian who had been drinking.</p> <p>The Chair thanked the Police for the update report.</p>	
32	<p><b><u>LOCAL PLAN CONSULTATION DISPLAY</u></b></p> <p>A display presenting the consultation on the new Local Plan for the Borough had been set up in the hall. It outlined how the Council is preparing a new local plan to cover new housing development and allocating land for houses. The town centres and the countryside will see key challenges for the Council in this arena.</p> <p>Residents were invited to pose any questions about the Plan to the two officers attending this meeting. The consultation period is until November 23<sup>rd</sup> 2015.</p>	
33.	<p><b><u>COMMEMORATIVE STONES</u></b></p> <p>The Chair noted that this item had been brought back for discussion from the last meeting. The Commemorative stones currently sit in Oadby Depot.</p> <p>It had been suggested that the stones be returned to the site of the former Sandhurst Street school. This is a site owned by the Pounsdstretcher store. One resident suggested the gateways could be blocked up and the stones placed between the gateways. It was also suggested an information board should accompany the stones as a point of interest, highlighting who went to the local school where the stones originally sat with a photo of the school building incorporated.</p> <p>A resident noted that if the stones were placed on private land the Council would lose control of them. There are two other schools in Oadby with such plaques. A resident suggested placing the stones on Burton`s Corner. Further consultation on this matter is to be explored with residents.</p>	
34.	<p><b><u>NATURAL DISCOVERY VOLUNTEER DEVELOPMENT PROGRAMME</u></b></p> <p>Carolyn Holmes, Country Parks and Environment Manager gave an update on this Programme. She informed residents that a 60% Heritage Lottery fund contribution had been received in relation to the Natural Discovery Volunteer Development Programme- Celebrating our Borough`s Natural Heritage Programme.</p> <p>The Programme promotes bio diversity and directly supports the Council`s Greening the Borough policy. It will have the outcomes of: increasing visitors to the Borough, and improving the quality of life of people in the Borough.</p> <p>The Heritage funding has assisted with the purchase of a battery operated five seater Nissan van. It costs 3pence a mile to run. It will also contribute to community events. A piece about the Programme is to be featured in the Leicester Mercury. This Programme covers the whole borough.</p> <p>The Programme is being developed with input from Voluntary Action Leicestershire and South Wigston Working Group. Twelve training events are to be offered to people over the year plus two annual volunteer events. This will mean engaging with people of diverse age groups. A Winter and Summer celebration event will also be run, accompanied with the display of projects.</p> <p>The Programme will help reduce anti-social behaviour and promote good mental health and well being and access to leisure for everyone. Part of the plan is to develop "health by stealth", for example by felling a tree and building a web page to</p>	

	<p>involve local people.</p> <p>Work on Clifton Bridge, as part of this programme commenced in the Summer. The river corridor was restored with the help of the local community .New friends volunteer groups are to be set up to encourage local people to care for green spaces in the Borough. Local businesses will be encouraged to get involved.</p> <p>Hedgerows have been created in Chicken Alley. A newly appointed Project Officer is to be located at Brock`s Hill Park and Conservation Centre. Part of the officer`s role will be providing training, Skills training will be provided on hedge laying and coppicing. This will all add to the building of a biological record for the Borough. Volunteer taster days are also to be offered.</p> <p>An outcome of the Programme is to increase the number of Super Conservation Volunteers across the whole borough over the next two years. The Programme will focus on increasing further community engagement, focus on biodiversity sites across the Borough, up skill volunteers , further establish ongoing volunteer groups, incorporate health and safety legislation run training courses and make the Borough a better place to live ,learn and work.</p> <p>On concluding the presentation the Chair thanked Carolyn for the update.</p>	
<p>35</p>	<p><b><u>OADBY &amp; WIGSTON COMMUNITY FIRST RESPONDERS</u></b></p> <p>The Oadby and Wigston Community Responders returned to provide a verbal update on how they spent the award given by the Forum a year ago. The Responders work to the protocols of East Midlands Ambulance Service NHS Trust (EMAS) and to EMAS guidelines. They can mobilise to an incident quicker than it takes an ambulance to arrive. The ambulance service alerts them. They take up the slack between 999 calls and the ambulance arriving.</p> <p>The Responders started their volunteering role in February 2014.The award has helped with the purchase of professional kits and equipment such as a defibrillator, Jackets costing about £90.00, holdall for £60 to £100. They carry oxygen and nebulisers.</p> <p>The Responders use their own cars and now have three teams in place covering, Oadby, South Wigston and Wigston. They can cancel an ambulance if they find on arrival it is not required. This is done via the CAP Team.</p> <p>Since their setting up, the Responders have helped 57 people suffering a fall, 54 with chest pains,12 diabetics,15 suffering a cardiac arrest, people suffering allergies, take on average 30 calls a month and have logged 600 to 700 hundred calls equivalent to some 1,400 hours over the last ten months.</p> <p>The Responders will be doing fund raising, but would like to come back to the Forum to request some funding but not as much as the first award. The Responders are developing their media presence via social media such as Twitter. Once set up they will send the link to the Community Engagement Officer for circulation. An article on the Responders will be placed in the Council`s Letterbox magazine in the near future.</p> <p>On conclusion of the update, the Chair thanked the Responders.</p>	<p><b>Rick Moughton Veronika Quintyne</b></p>
<p>36.</p>	<p><b><u>OADBY REMEMBERS</u></b></p> <p>Nigel Atter from Oadby Remembers 1914 - 1918 gave a verbal update .They have held a number of exhibitions and talks this year and launched a website, which is a work in progress and made links to kindred organisations.</p> <p>Representatives attended Manor School Fayre and made a presentation there of the exhibition. Its constitution was agreed at its AGM (Annual General Meeting) and its accounts have been independently audited. Income began with nil monies to currently some £6000, with an expenditure of £3,000.</p> <p>The next exhibition will be at St Peter`s from the 7<sup>th</sup> to the 27<sup>th</sup> of November 2015. There will also be a public lecture at St Peter`s on the 7<sup>th</sup> of November 2015 at 7pm</p>	

	<p>noting the Hohenzollern Redoubt Battle. Many Oadby men lost their lives there.</p> <p>A remembrance service will be held on the Sunday. Residents were requested that if they knew the names of people linked to photographs in the exhibition could they pass these on to the organisers of the exhibition.</p>	
37.	<p><b><u>HOLI FESTIVAL IN OADBY</u></b>          Vinod Ghadiali, the Chair of the Hindu Community Association gave a presentation. This outlined planning of an event to mark the Holi Festival in Oadby and Wigston in late March 2016.</p> <p>The event is open to all in the Borough. The event is about celebrating this Hindu festival and bringing communities together in an atmosphere of respect, love, joy and community unity. A date and venue for this event will be circulated in due course.</p>	
38.	<p><b><u>PRIDE OF THE BOROUGH</u></b>          The Pride of the Borough is launching a 'Take Pride - Stop the Litter' campaign across the whole Borough. Colin Robertson from Pride of the Borough presented information to the residents about the Campaign.</p> <p>This Stop the Litter campaign came about this Spring after a group of people did a litter pick in scrub land in the ASDA car park area. This led to the filling of 49 green recycling bags of a mixed array of rubbish. Crisp packets; take away food cartons, larger cans, bottles and other items dropped by people.</p> <p>The campaign over the next two months is to see work with schools and residents. Six senior schools in Oadby and Wigston are now involved. A poster design competition is being run with schools in the Borough.</p> <p>At the three Resident Forums where presentations are to be made, residents are to be requested to complete a brief questionnaire about addressing the cleaning up of litter in the Borough. The completed questionnaires would then be collected in and used as consultation feedback.</p> <p>In January 2016 a media campaign is to be launched. The outcome of this campaign is to help make the borough a cleaner place to live, work and play and foster a sense of pride in the Borough. An article about the campaign is to be placed in the December issue of the Council newsletter, Letterbox.</p> <p>Supermarkets are also being contacted to get involved with the campaign, including displaying the campaign poster.</p> <p>A resident suggested the campaign organisers produce a bag printed with the campaign logo to include in publicity material handed out.</p> <p>Another resident suggested the campaign organisers approach the supermarkets to get the Supermarket staff involved.</p> <p>On completion of the presentation the Chair thanked Colin Robertson.</p>	
39.	<p><b><u>OADBY TRADERS UPDATE</u></b>          The Chair noted that the proposal brought to a previous meeting to change Oadby's Farmer's market from a Friday to a Saturday was not deemed workable.</p> <p>Posters have been put up around Oadby about the festive lights switch on. This will take place on Saturday 7<sup>th</sup> November 2015 at 5.15pm. Activities will take place at Burton's Corner between 2pm to 5pm. The Christmas tree will be located by Burton's Corner.</p> <p>Richard Plimmer, a vocalist, will be placed on the programme before the Mayor's opening speech. The Mayor will provide a speech at 5pm and a community choir will be singing songs.</p>	

	<p>£1,000 was granted by the Council's Policy Finance and Development Committee to support the event. Directory boards will display road closures from 12 Noon till 6pm. Buses will be diverted.</p> <p>An event programme to inform residents about the listing of events is to be put up by the Town Centre Manager.</p>	
<p>40.</p>	<p><b><u>CHAIRMANS UPDATES</u></b></p> <p>The Forum considered the Chair's update document. This includes Oadby Resident Forum budget Copies were distributed at the meeting. The Chair gave a verbal update on the issues outlined in the document.</p> <p>The Ellis Park fountain order has been placed. This work is due to be completed within the next eight months.</p> <p>The work of installing seats and litter bins at Burton's Corner is complete.</p> <p>Seats and litterbins for Uplands Road and Launde Road have been ordered.</p> <p>As yet no data is available for the speed activated signs based in Wigston, in order to justify obtaining one for Oadby.</p> <p>Councillor Dave is to follow up the proposal to purchase two bins to be placed along the A6 with Councillor Bond.</p> <p>Councillors Gamble and Kaufman have checked the cutback of bushes on the A6. This work has been completed.</p> <p>On Chestnut Avenue, Epic Accessories bus stops have got flags on them.</p> <p>The Chair noted that with the change to the 31 Oadby bus stop service some of the bus shelters may become redundant. Buses are being cut from the north end route of Severn Road. Therefore there is no point in having a bus shelter there. 56 days notice was given to the Council by Arriva for stopping this bus service route. Councillor Latif Darr has written to Arriva to ask them to meet with the Council to discuss the cuts. Arriva are taking a commercial decision. 700 leaflets are to be distributed by the local Liberal Democrat councillors to inform residents of the bus stoppage.</p> <p>The request to replace the bus stop on Howden Road with a bus shelter is to come to the next Resident Forum meeting for discussion.</p>	<p><b>Councillors Dave and Bond</b></p>
<p>41.</p>	<p><b><u>ITEMS RAISED BY RESIDENTS AND REQUESTS FOR FUTURE ITEMS</u></b></p> <p>Residents were invited to raise any issues of concern which are summarised below:</p> <p>The Florence Wragg Way play area needs to be upgraded. For intermediate age children.</p> <p>Seats were requested on the A6 between Grange Farm and Gorse Lane This proposal is to come to the next meeting. The proposal needs to say specifically why a seat is needed in this location.</p> <p>Parklands and Wigston Pools open in December 2016. The official opening will take place in January 2016.</p> <p>There is a highways issue of parking around schools in the mornings. Councillor Fahey placed a petition to the Highways Forum on this issue. Anyone wanting a copy of the petition which included 76 signatories please contact Councillor Fahey. (<a href="mailto:Bob.fahey@oadby-wigston.gov.uk">Bob.fahey@oadby-wigston.gov.uk</a>)</p>	

	<p>There was a general recognition by residents that this issue needs to be raised with the Police, County Councillors and a request made for the issue to be addressed resident suggested Councillors could learn from a scheme set up in St Albans to address this kind of highways issue.</p> <p>It was noted that 17 cars were parked up on Burton`s Corner for an inordinate amount of time. This is an infringement of traffic regulations .The Chair stated the enforcement officers will be requested to look into this.</p> <p><b>Other Matters:</b></p> <p>A resident asked whether, once the current swimming pool is closed, will the site be used for housing? At a meeting in December 2014, councillors recommended that the land be made available for affordable housing. The land was donated to the people of Oadby in 1897 by Rachel Ellis., who stipulated that her donation of land should be used 'for the benefit of the inhabitants of the parish of Oadby'</p> <p>A report was brought to the Council in 2014 and legal officers stated how the gift should be implemented. The whole of the land, the swimming pool, park and tennis park are all part of the land conveyed by Rachel Ellis. Peter Bliss has a copy of the original conveyancing document, details of which he will feed back to Council Officers.</p> <p>The date of the next Resident Forum meeting is: Tuesday 1st March 2016 at 6.30pm The venue is the Oadby Community Centre, Sandhurst Street, Oadby, LE2 5AR.</p> <p>Residents are reminded that they may discuss issues of concern to them with Councillors and the Police, in confidence, between 6pm and 6.30pm (i.e. before the full meeting begins at 6.30pm).</p>	<p><b>Peter Bliss</b></p>
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**Meeting closed at 20.50pm**

**MINUTES (DRAFT) OF A MEETING OF THE SOUTH WIGSTON RESIDENTS FORUM HELD AT FAIRFIELD  
PRIMARY SCHOOL, SCHOOL HALL, CHESHIRE DRIVE, SOUTH WIGSTON ON**

**WEDNESDAY 10 NOVEMBER 2015, COMMENCING AT 7.30 P.M.**

**IN ATTENDANCE:**

Councillor S Morris – Chair

Councillors G Boulter , R E R Morris

**Residents in attendance:** R Reeves, C Walter, R Carter, K Quirk, P.Tebbutt ; D.Tebbutt, C Robinson, K Tiday, B Tiday, L Shaw, R Hughes, T Sumpter, R Moughton, P Besley, M Aires, S Avery, J Tetley, A Wallace

**Others in Attendance:** V Quintyne (OWBC). S Ball(OWBC), J. Cooke (The Conservation Volunteers), D Cliffe(Voluntary Action Leicester),PC S.Lewin, P.Bates (Friends of Brocks Hill ), M. Bates (Friends of Brocks Hill), N Hague( Brocks Hill Park Senior Ranger), A Thorpe(OWBC), E Morgan(OWBC)

**Apologies:** A. Kind, PC C Sutherley (Police Officer),R C. Elliot, R Elliot, L Wills(Phoenix Therapies), M Ray

Min Ref	Narrative	Officer Responsible																		
35.	<p><b><u>LOCAL POLICING ISSUES</u></b></p> <p>Police Officer Carl Sutherley Beat Officer for South Wigston, provided an update on crime prevention statistics for the last two months. This is summarised below:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 40%;">LAST 2 MONTHS</th> <th style="text-align: center; width: 30%;">PREVIOUS 3 MONTHS</th> <th style="width: 30%;"></th> </tr> </thead> <tbody> <tr> <td>BURGLARY DWELLING</td> <td style="text-align: center;">7</td> <td style="text-align: center;">9</td> </tr> <tr> <td>BURGLARY other than DWELLING</td> <td style="text-align: center;">2</td> <td style="text-align: center;">3</td> </tr> <tr> <td>THEFT OF MOTOR VEHICLE</td> <td style="text-align: center;">2 (both from burglaries)</td> <td style="text-align: center;">2</td> </tr> <tr> <td>THEFT FROM MOTOR VEHICLE</td> <td style="text-align: center;">15</td> <td style="text-align: center;">2</td> </tr> <tr> <td>ROBBERY</td> <td style="text-align: center;">0</td> <td style="text-align: center;">0</td> </tr> </tbody> </table> <p>There has been a reduction in the Police budget.Oadby and Wigston Police is working with officers from Eyres Monsell and Saffron Road.</p> <p>Residents were reminded to lock car doors, garage and shed doors. Door to door leafletting has taken place to help reduce crime.Burglars breaking into Saffron Road properties have been jailed.</p> <p>Anti social behaviour exhibited by youths has been dealt with. Groups of youths from</p>	LAST 2 MONTHS	PREVIOUS 3 MONTHS		BURGLARY DWELLING	7	9	BURGLARY other than DWELLING	2	3	THEFT OF MOTOR VEHICLE	2 (both from burglaries)	2	THEFT FROM MOTOR VEHICLE	15	2	ROBBERY	0	0	
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ROBBERY	0	0																		



other estates outside of South Wigston had been part of the cause of anti-social behaviour. Parents have been visited, letters sent and work is ongoing with schools. There have been no reports of further incidents.

A Policing plan is in place to deal with parking issues in and around the Canal Street area.

The Police have launched Operation Pinball. This is to control crime hot spots.

Residents asked questions about what action the Police was taking to address speeding cars going through Dorset Avenue and Gloucester Road. The Police noted it was stopping mainly local people for speeding in these areas. It was however working to encourage residents to start up a Community Speed Watch .Every household was informed they would have to run the Scheme to make it viable. The Police emphasised they really want local people to take up this Scheme. Community Speed Watch information is on the County Council website. Residents can join it and access training to manage Speed Watch.

Following a resident's suggestion about placing speed bumps on Dorset Avenue to decrease speeding, it was confirmed this was impractical because Dorset Avenue as it is, is an ambulance route.

Councillor Boulter noted the speed camera on a lamp-post. It measures speeding. Oadby and Wigston Council is waiting for the County Council to sonic test the speed camera.The Executive Director is to get back to Councillor Boulter by Christmas to mount it on three areas; Gloucester Avenue, Dorset Road and Saffron Road. Residents were invited to come forward under the Speed Watch Scheme to volunteer to assist with the maintenance of the speed camera. For example ensuring there is a working battery in the camera.

Halloween celebrations passed without incident. Following the Update the Chair thanked the Police

**36. NATURAL DISCOVERY VOLUNTEER DEVELOPMENT PROGRAMME - PRESENTATION**

Nick Hague,Brock`s Hill Senior Park Ranger gave an update on this Programme. He informed residents that a Heritage Lottery fund had been received in relation to the Natural Discovery Volunteer Development Programme- Celebrating our Borough`s Natural Heritage Programme.

The Programme promotes bio diversity and directly supports the Council`s greening of the borough policy. It will have the outcomes of: increasing visitors to the Borough, and improving the quality of life of people in the Borough.

The Heritage funding has assisted with the purchase of a battery operated five seater Nissan van. It costs 3pence to run. It will also contribute to community events. A piece about the Programme is to be featured in the Leicester Mercury. This Programme covers the whole borough. The Programme is being developed with input from Voluntary Action Leicestershire and South Wigston Working Group. Twelve training events are to be run over the year plus two annual volunteer events. This will mean engaging with people of diverse age groups. A Winter and Summer celebration event will also be run, accompanied

	<p>with the display of projects. The Programme will help reduce anti-social behaviour and promote good mental health and well being and access to leisure for everyone. Part of the plan is to develop “health by stealth”, for example by felling a tree and building a web page to involve local people.</p> <p>The Programme is; looking to develop Super Champions and archive events through local photos.</p> <p>Clifton Bridge as part of this programme was restored in the Summer. The river corridor was restored with the help of the local community .New friends volunteer groups are to be set up to encourage local people to care for green spaces in the Borough. Local businesses will be connected with to help set up the work. Charnwood Foods are involved in supporting the volunteers.</p> <p>Hedgerows have been created in Chicken Alley. A newly appointed Project Officer is to be located at Brock`s Hill Park and Conservation Centre. Part of the officer`s role will be providing training and tool usage. Skills training will be provided on hedge laying and coppicing.</p> <p>This will all add to the building of a biological record d for the Borough. Volunteer taster days are also to be offered.</p> <p>An outcome of the Programme is to increase the number of Super Conservation Volunteers across the whole borough over the next two years. The Programme will focus on increasing further community engagement, focus on biodiversity sites across the Borough, up skill volunteers , further establish ongoing volunteer groups, incorporate health and safety legislation, work towards recruiting a Project Officer for Volunteer development, run training courses and make the Borough a better place to live ,learn and work.</p> <p>On concluding the presentation the Chair thanked Nick for the update.</p>	
37	<p><b><u>OADBY &amp; WIGSTON COMMUNITY FIRST RESPONDERS</u></b></p> <p>The Oadby and Wigston Community Responders returned to provide a verbal update on how they spent the award given by the Forum a year ago. The Responders work to the protocols of East Midlands Ambulance Service NHS Trust (EMAS) and to their guidelines. They can mobilise to an incident at times faster than it takes an ambulance to arrive. The ambulance service alerts them. They take up the slack between 999 calls and the ambulance arriving.</p> <p>The Responders started their volunteering role in February 2014.;The award has helped with the purchase of professional kits and equipment such as a defibrillator, Jackets costing about £90.00, holdall for £60 to m£100.</p> <p>The Responders use their own cars and now have three teams in place covering, South Wigston, Wigston and Oadby. They can cancel an ambulance if they find on arrival it is not</p>	

	<p>required. This is done via the CAP Team.</p> <p>Since their setting up the Responders have helped 57 people suffering a fall, 12 diabetics, people suffering allergies, take on average 30 calls a month and have logged 600 to 700 hundred calls over the year. They carryout funding events and will be doing fund raising marathons but would like to come back to the Forum to request some funding but not as much as the first award.</p> <p>On conclusion, the Chair thanked the Responders for the update.</p>	
38	<p><b><u>PRIDE OF THE BOROUGH</u></b></p> <p>The Pride of the Borough is launching a Take Pride , Stop the Litter Campaign across the whole Borough. Colin Robertson from Pride of the Borough presented information to the residents about the Campaign.</p> <p>This Stop the Litter Campaign came about this Spring after a group of people did a litter pick in scrub land in the ASDA car park area. This led to the filling of 49 green recycling bags of a mixed array of rubbish. Crisp packets; take away food cartons, larger cans, bottles and other items dropped by people.</p> <p>The Campaign over the next two months is to see work with schools and residents. Six senior schools in Oadby and Wigston are now involved. A poster design competition is being run with schools in the Borough.</p> <p>At the three Resident Forums where presentations are to be made, residents are to be requested to complete a brief questionnaire about addressing the cleaning up of litter in the Borough. The completed questionnaires would then to be collected in and used as consultation feedback.</p> <p>In January 2016 a media campaign is to be launched. The outcome of this campaign is to help make the borough a cleaner place to live, work and play and foster a sense of pride in the Borough. An article is to be placed in the December issue of Letterbox magazine about the campaign.</p> <p>The campaign is addressing four key actions. The Supermarkets are also being contacted to get involved with the campaign, including displaying the campaign poster. A resident suggested the Campaign organisers approach the supermarkets to get the Supermarket staff involved. The Chair thanked Colin Robertson for his presentation.</p>	
39	<p><b><u>SOUTH WIGSTON TRADERS UPDATES</u></b></p> <p>The South Wigston Traders representative informed the Forum that the Festive lights are to go up next week in South Wigston.</p>	
40	<p><b><u>CHAIRMAN`S UPDATES INCLUDING CAPITAL PROJECTS UPDATE,REQUESTS FOR SPENDING AND UPDATE ON FORUM BUDGET</u></b></p> <p>The Chair asked residents if they thought it was a good idea whether people requesting</p>	

funding should complete an application form. This question was also being asked at Wigston Residents Forum. Applications would be expected to be filled at least three weeks before the Resident Forum meeting to give time for them to be properly considered. There were no dissenters against this idea. This is to come back to the next Resident Forum meeting for discussion.

It was noted that Phoenix Therapies Project is doing work in South Wigston having been awarded monies by the Resident`s Forum.

#### **OADBY AND WIGSTON ORCHESTRA**

Peter Reeves proposed the sum of £500 be awarded to Oadby and Wigston Orchestra. This sum would go towards a concert to celebrate the fiftieth anniversary of the establishment of the Orchestra. The concert in total will cost £2000. The proposal for the award of funds is also being put to Wigston and Oadby Residents` Forums.

The Orchestra is a self-funded group. It has a website developed by people from South Wigston. A resident noted that South Wigston Drama Group is struggling financially but is working to raise their own funds. The Orchestra has currently raised £600. The concert is to be held in February 2016 so it was thought that Councillor Boulter`s suggestion to defer a decision on funding the concert till March 2016 was not workable.

All Orchestra members are volunteers. The Council last funded the Orchestra in 1991. The cost of concert tickets was noted as: £10.00 for pensioners, £12.00 for others and £4.00 for students. Four people voted in favour of giving the award, one person voted against the Orchestra being funded and the remainder of people abstained from voting.

#### **THE FRIENDS OF BROCKS HILL COUNTRY PARK -THE NATURAL DISCOVERY**

#### **VOLUNTEER DEVELOPMENT PROGRAMME(WORKING WITH OADBY & WIGSTON BOROUGH COUNCIL)- REQUEST FOR FUNDING SUPPORT**

Mike Bates from the Friends of Brocks Hill Group returned to the Resident`s Forum to address a previous proposal for funding in relation to the Natural Discovery Volunteer Development Programme. This item had previously come to the Resident`s Forum in July 2015 where a decision to fund had been deferred to a future meeting by the Chair.

The Friends of Brocks Hill Group is an independent voluntary group working in partnership with the Local Council. It has raised £1000 to provide training for its Super Volunteers Programme. Oadby Residents Forum awarded Friends of Brocks Hill £2000 and Wigston Residents Forum awarded them £1000 towards this project.

The Group requested the following from South Winston`s Residents Forum:

A grant of funds towards the low energy vehicle, for either capital costs to buy a new or second-hand vehicle or to lease one, and/or to acquire initial two year running costs to include fuel and insurance. The same proposal was made to Oadby and Wigston Residents Forums and granted.

A resident opposed the Forum awarding funding to this proposal. He stated that he did not

know why the Friends of Brocks Hill had returned the proposal to the Forum as it had been voted out at the meeting in July 2015.

The presenter said that there had been no such vote in July but that the matter had been deferred by the Chair; and the Friends had been invited to put the proposal to the Forum again.

The Chair checked the July 2015 minutes and read aloud that there had been one vote against the proposal and others present had voted for the proposal to be deferred. The Chair at the July meeting had deferred the matter by general consensus.

The presenter noted he and the opposing resident had both been at the July meeting.

The representative of the South Wigston Traders supported the opposing resident in his arguments.

The opposing resident also stated that, D and P Tebbutt, South Wigston Residents, had a vested interest and should not be allowed to vote on the matter. The Chair stated there was no precedent for this and interested parties had been allowed to vote previously on other matters as long as they were South Wigston Residents. D and P Tebbutt would be allowed to vote.

The opposing resident stated that the Project was not focused on South Wigston. It was suggested from the floor that Forum funds should be ring fenced for South Wigston. The presenter said the funding would be focussed on Pochins Bridge in South Wigston and that the scheme was for the whole Borough D Tebbutt said he had been a volunteer for 18 years and affirmed the proposal included volunteer working at Pochins Bridge.

A gentleman from the floor at the back of the hall stated he was in discussions for the volunteering work for this Project with Brocks Hill Country Parks and Environment Manager Carolyn Holmes.

The opposing resident stated £1000 was not a lot of money and if the Resident's Forum did not award it, the Project and Volunteers would not be affected. He also added that the vehicle had been bought and the lack of funding would not stop the Project going forward.

The Chair put the question to the floor as to whether the proposal should be deferred and asked what would the vote be if the matter was clarified further. The Chair ascertained that there were only five or six South Wigston Residents present; some people had left the meeting early. The Chair also stated only capital funding was allowed to be given for awards, not running costs, and she was not happy to give monies other than to cover capital costs.

The Chair also noted that the low energy vehicle had been purchased by the Council and she had approved it as Head of the Finance Committee.

The Chair stopped further discussion of the matter in order to seek further clarification on taking this matter forward. Although the Council has bank-rolled and purchased the vehicle, the Friends' request was the same as requested at the previous South Wigston

	<p>Forum Meeting of 10 June 2015, which was postponed. At that meeting there was only one bona fide South Wigston resident present. The Chair also noted that the Forum could have awarded the requested Capital, and a re-adjustment made within the Council held funds for the Project.]</p> <p>The Chair stated the Friends are welcome to bring a further proposal to a future Resident Forum meeting for something else.</p>	
41	<p><b><u>ITEMS RAISED BY RESIDENTS AND SUGGESTIONS FOR FUTURE ITEMS</u></b></p> <p>A resident requested two new bins be placed outside Chickalow. Chickalow is opening in two weeks time. Chickalow is being encouraged by the Council to supply their own bins.</p> <p>It was noted that South Wigston`s litter was picked up six days out of seven, except on Mondays. A Resident noted rubbish has sat for the past five weeks behind Blaby Road shops. It was also noted that South Leicestershire College students were also dropping rubbish on the streets and the college appeared to be a rubbish route.</p> <p>Jessie Cooke of the Conservation Volunteers Project noted more activities are needed for young people in South Wigston. This is an issue being addressed at the next meeting of South Wigston Working Group on the 18<sup>th</sup> of November 2015, at 5pm.</p> <p>The date of the next meeting of South Wigston Residents' Forum is:</p> <p><b>Tuesday March 8<sup>th</sup> 2016 @ Bassett Street Hub, Bassett Street, South Wigston, LE18 4PE. Time 7.30pm.</b></p> <p><b>Residents are reminded that: they may discuss local issues of concern to them with Councillors and the Police, in confidence between 7pm and 7.30pm, i.e. before the full meeting begins at 7.30pm.</b></p>	

Meeting closed at 21.09pm

# Agenda Item 16c

**MINUTES OF A MEETING OF THE WIGSTON RESIDENTS' FORUM HELD AT THE COUNCIL OFFICES, COUNCIL CHAMBER, STATION ROAD, WIGSTON ON WEDNESDAY 11 NOVEMBER 2015 COMMENCING AT 7.00pm.**

**IN ATTENDANCE:**

Councillor G Boulter – Chair

**Councillors:** L.A Bentley, M Charlesworth, L Eaton

**Residents In Attendance** M Endall, M Harrington, G A York, M J Butler, P Knight, R Hailes, L Hailes,

S Lonslow, J Corr, D R Needles, D Foreman, P Reeves, Y Buck, J Buck, Mr Rogers, Mrs Rogers, C Cookson, M Drage, Mr Lobb, Mrs Lobb, C Towell, R Carter, K Hambleton, D Walton, M Briggs, G Warner, F Warner, C P Maes.

**Others in Attendance:** V Quintyne (OWBC), S Ball (OWBC).T. Bentley (First Responders), R.Moughton (First Responders), P Cousons (Oadby & Wigston Civic Orchestra) Carolyn Holmes (Brocks Hill Country Park and Centre Manager), C Humphreys (Natural Discovery Volunteer Programme Development Project Officer).

L Pires (WigstonTraders).A Thorpe (OWBC), J Carr (OWBC).

**Apologies:** PC S Lewin ,H E. Loydall, K Loydall , B Hilton, F Hilton

Min Ref	Narrative	Officer Responsible														
40.	<p><b><u>1.Local Police Issues</u></b></p> <p>The Police gave their apology for their inability to provide the crime update. The Chair requested residents state any issues of concern and these will be recorded and passed to the Police.</p> <p>A copy of the Crime figures were reported and circulated at the meeting for residents:</p> <table border="0" data-bbox="260 1534 1302 2002"> <tr> <td>Previous 3 Months</td> <td align="right">Last 3 Months</td> </tr> <tr> <td>Burglary Dwelling – 7 and 7 attempts</td> <td align="right">- 5</td> </tr> <tr> <td colspan="2">The figure is both combined as currently the Police system cannot distinguish between the two for stats purposes)</td> </tr> <tr> <td>Theft from Unattended Motor Vehicle – 9 -</td> <td align="right">0</td> </tr> <tr> <td>Theft Store – 37 with 17 detected-</td> <td align="right">13</td> </tr> <tr> <td>Robbery – 1</td> <td align="right">0</td> </tr> <tr> <td>Making off without payment – 1-</td> <td align="right">0</td> </tr> </table>	Previous 3 Months	Last 3 Months	Burglary Dwelling – 7 and 7 attempts	- 5	The figure is both combined as currently the Police system cannot distinguish between the two for stats purposes)		Theft from Unattended Motor Vehicle – 9 -	0	Theft Store – 37 with 17 detected-	13	Robbery – 1	0	Making off without payment – 1-	0	
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Robbery – 1	0															
Making off without payment – 1-	0															

	<p>BOTD`s..... 4</p> <p>Theft Other 5</p> <p>A concerned resident reported inconsiderate parking around the Little Hill School area. This concern will be passed to the Police.</p>	
41.	<p><b><u>LOCAL PLAN CONSULTATION DISPLAY</u></b></p> <p>A display presenting the new Local Plan for the Borough Consultation was set up in the hall. It showcased the Council's Local Plan and constituted consultation information for residents. It outlined how the Council is preparing a new local plan to cover new housing development and allocating land for houses. The town centres and the countryside will see key challenges for the Council in this arena.</p> <p>Residents were invited to pose any questions about the Plan to the two officers attending this meeting. The consultation period lasts till November 23<sup>rd</sup> 2015.</p>	
42.	<p><b><u>2 NATURAL DISCOVERY VOLUNTEER DEVELOPMENT- PRESENTATION</u></b></p> <p>Carolyn Holmes, Brock`s Hill Park and Conservation Centre Manager gave an update on this Programme. Casey Humphreys, the newly appointed Natural Discovery Volunteer Development Project Officer was introduced. She will be based at Brocks Hill Centre and work with local volunteers. Part of Casey`s role will be providing training and tool usage.</p> <p>Residents were informed that a 60% Heritage Lottery fund contribution had been received in relation to the Natural Discovery Volunteer Development Programme- Celebrating our Borough`s Natural Heritage Programme.</p> <p>The Programme promotes bio diversity and directly supports the Council`s greening of the borough policy. It will have the outcomes of: increasing visitors to the Borough, and improving the quality of life of people in the Borough.</p> <p>The Heritage funding has assisted with the purchase of a battery operated five - seater Nissan van. It costs three pence a mile to run. It will also contribute to community events. A piece about the Programme is to be featured in the Leicester Mercury. This Programme covers the whole borough.</p> <p>The Programme is being developed with input from Voluntary Action Leicestershire and South Wigston Working Group. Twelve training events are to be offered to people over the year plus two annual volunteer events. This will mean engaging with people of diverse age groups. A Winter and Summer celebration event will also be run, accompanied with the display of projects. A listing of initial conservation training projects for Brock`s Hill was circulated at the meeting.</p> <p>The Programme will help reduce anti-social behaviour and promote good mental health and well being and access to leisure for everyone. Part of the plan is to develop "health by stealth", for example by felling a tree and building a web page to involve local people.</p>	



	<p>Clifton Bridge as part of this programme was restored in the Summer. The River Corridor was restored with the help of the local community .New friends volunteer groups are to be set up to encourage local people to care for green spaces in the Borough. Local businesses will be connected with help set up the work. Charnwood Foods are involved in supporting the volunteers.</p> <p>Hedgerows have been created in Chicken Alley. Skills training will be provided on hedge laying and coppicing. This will all add to the building of a biological record d for the Borough. Volunteer taster days are also to be offered. Four thousand hours of volunteering has been contributed.</p> <p>An outcome of the Programme is, over the next two years to increase the number of Super Conservation Volunteers across the whole borough. The Programme will focus on increasing further community engagement, focus on biodiversity sites across the Borough, up skill volunteers , further establish ongoing volunteer groups, incorporate health and safety legislation, work towards recruiting a Project Officer for Volunteer development, run training courses and make the Borough a better place to live ,learn and work.</p> <p>There is a link between this Programme and Pride of the Borough. There will be opportunities for people to work in the wild environment and the training is here to benefit everyone.</p> <p>On concluding the presentation the Chair thanked Carolyn Holmes for the update.</p>	
<p><b>43.</b></p>	<p><b><u>PRIDE OF THE BOROUGH</u></b></p> <p>The Pride of the Borough is launching a Take Pride, Stop the Litter Campaign across the whole Borough. Colin Robertson from Pride of the Borough presented information to the residents about the Campaign.</p> <p>This Stop the Litter Campaign came about this Spring after a group of people did a litter pick in scrub land in the ASDA car park area. This led to the filling of 49 green recycling bags of a mixed array of rubbish. Crisp packets; take away food cartons, larger cans, bottles and other items dropped by people.</p> <p>The Campaign over the next two months is to see work with schools and residents. Six senior schools in Oadby and Wigston are now involved. A poster design competition is being run with schools in the Borough.</p> <p>At the three Resident Forums where presentations are to be made, residents are to be requested to complete a brief questionnaire about addressing the cleaning up of litter in the Borough. The completed questionnaires would then be collected in at the end of the meeting and used as consultation feedback.</p> <p>In January 2016 a media campaign is to be launched. The outcome of this campaign is to help make the borough a cleaner place to live, work and play and foster a sense of pride in the Borough. An article is to be placed in the December issue of the Council magazine Letterbox about the Campaign.</p>	

	<p>The Campaign is addressing four key actions. The Supermarkets are also being contacted to get involved with the Campaign, including displaying the campaign poster. On completion of the presentation the Chair thanked Colin Robertson.</p>	
<p>44.</p>	<p><b><u>WIGSTON TRADERS UPDATE</u></b></p> <p>Wigston lights switch on is Saturday 28<sup>th</sup> November 2015.there will be a fare from 12Noon to 8pm.there will be craft and food stalls. The food vendors will be local. Santa will be coming at 4pm /4.30pm will in the coop in a grotto. The switch on is aimed for 6pm.firemen and police will be there. James Plummer a singer will be performing. Monies raised will go to a charity for teenage cancer support.</p> <p>The Council depot is to provide big dustbins to help with the overflow of rubbish and to clean the streets afterwards.</p>	
<p>45.</p>	<p><b><u>CHAIRMAN'S UPDATES</u></b></p> <p><b><u>Oadby and Wigston Community First Responders</u></b></p> <p>The Oadby and Wigston Community First Responders returned to provide a verbal update on how they spent the award given by the Forum a year ago. The Responders work to the protocols of East Midlands Ambulance Service NHS Trust (EMAS) and to EMAS guidelines. They can mobilise to an incident at times faster than it takes an ambulance to arrive. The ambulance service alerts them. They take up the slack between 999 calls and the ambulance arriving.</p> <p>The Responders started their volunteering role in February 2014. The award has helped with the purchase of professional kits and equipment such as a defibrillator, Jackets costing about £90.00, holdall for £60 to £100. They carry oxygen and nebulisers.</p> <p>The Responders use their own cars and now have three teams in place covering, Oadby, South Wigston and Wigston. They can cancel an ambulance if they find on arrival it is not required. This is done via the CAP Team.</p> <p>Since their setting up, the Responders have helped 57 people suffering a fall, 54 with chest pains,12 diabetics,15 suffering a cardiac arrest, people suffering allergies, take on average 30 calls a month and have logged 600 to 700 hundred calls equivalent to some 1,400 hours over the last ten months.</p> <p>The Responders carryout funding events and will be doing fund raising marathons but would like to come back to the Forum to request some funding but not as much as the first award. The Responders are developing their media presence via social media such as Twitter. Once set up they will send the link to the Community Engagement Officer for circulation. An article on the Responders will be placed in the Council's Letterbox magazine in the near future.</p>	

The Responders said they will come back to the Forum in March 2016. On conclusion of the update the residents gave the responders a round of applause.

### **Pedestrianisation of Bell Street**

Pedestrianisation of Bell Street begins December 14<sup>th</sup> 2015. The bollards will be up and staying up. When the bollards go up the black boxes will be put back in their proper place.

A resident asked if cyclists will be banned from the pedestrianised area. The Chair stated that over the next 18 months this will be addressed. A resident noted that the previous consultation done on pedestrianisation showed 84% of people wanted Bell Street to be cycle free. The surface has now been sealed so a sweeper can be used on it. This was done a fortnight ago.

The Black boxes on Bell Street are to be sunk into place and the ground beneath the waste bins are to be repaired and the bins cleaned off.

### **Shakerdale Road Junction.**

The Shakerdale Road junction to Aylestone Lane is to be improved. This will provide two lines of traffic. This will be a major improvement. A speed table is to be provided by the slip road. Over 80 cars have been stopped from speeding.

### **Petition concerning the 49a bus service**

The issue of buses blocking drives on Kenilworth Road has been addressed. The 49a bus service will be doing a circular route onto Saffron Road. Commuters will be able to get off the 49a and connect with the 47 bus. This will mean only having to buy one ticket. A bus route reorganisation is to take place in November. The Council has been requested not to put up anymore bus shelters as this bus route will close.

### **The Tip**

The County Council is to keep Oadby tip open on the days it is currently listed as open for. It will remain open 5 days a week over the Summer and open later in the Winter. Whetstone Tip will open when Oadby's is closed. There will be a charge for anything which is not domestic waste. For example it costs £3 to dispose of a window. Green garden waste collection ends the end of November and the first week of December 2015. Residents were also reminded that they must either have a bin or a bag for green waste but not both.

A resident was concerned that charging at the Tip would lead to an increase in fly-tipping. It was noted there has been incidents of fly-tipping on verges in Little Hill estate. Charities are also charged for taking second hand clothing to a tip in this Borough.

46.

**ITEMS RAISED BY RESIDENTS**

A resident asked the Chair why the food recycling scheme is to stop. The Chair confirmed that a specialist tip was required for this trial project. Usage had also dropped off. It was also becoming unsustainable in that the Council needed to buy specialist starch bags to place in the bins. It was therefore uneconomic to sustain it. Residents can buy a green core and compost at home with a discount through the County Council website.

A concerned resident asked if the issue of shopkeepers placing their wares on the pedestrian walkway was resolved. The Chair noted that the Highways department was informed of this issue and will be visiting the offending business in the very near future.

A resident suggested the Council might wish to inform the post office as to relocating in any available empty industrial unit. The Chair stated the Council as much as it wishes to see a solution to the closure of the post office must be seen to be neutral in such matters. It is hoped to be able to accommodate the Post-Office before January 2016. The Chair confirmed to residents that the Council is not going to purchase the Dunelm building.

The plans for the Co-op at Kelmarsh Avenue are going to Council Committee for deliberation Thursday 19<sup>th</sup> November 2015. A planning application has to be made for building on the beer garden part of the site. A resident was concerned that this application if granted could lead to chaos and accidents.

County Councillors are to be requested to check on the state of the facings of lights at Newton Lane which, a concerned resident noted requires repairing.

A resident asked what the County Council's policy was on allowing skateboarding on the Jitty on Bell street. The Chair affirmed skateboarding and cycling were not allowed.

Following a question from a resident, the Chair confirmed that Wigston Swimming pool will open the first week in December 2015.

**Requests for Funding**

William Peardon Court Residents Association requested funding for training its group members and for the provision of stationery. £600 was awarded. 15 people voted in favour of the request. No residents voted against this request.

The Phoenix Therapies Group and Wigston Bi-Polar Group requested £1,700 to provide weekly therapy sessions and the purchase of training materials for people who are bi polar/ manic depressive. 12 people voted in favour of the request and there were no objections.

Oadby and Wigston Civic Orchestra requested funding of £500 to support the development of the orchestra's celebratory concert in February 2016 and celebrate its 50<sup>th</sup> anniversary. 25 people voted in favour of the funding and

**Councillor  
Charlesworth**

**Councillor  
Bentley**

	<p>there were no objections.</p> <p><b><u>Future Funding Proposals</u></b></p> <p>The Chair raised the question with residents as to whether future funding proposals should be submitted on a form, at least two weeks before the Forum meets. No conclusive decision was made on this.</p> <p><b><u>Items for a future agenda.</u></b></p> <ul style="list-style-type: none"> <li>• Paddock Street left turn .A written response is to be obtained by County Councillors.</li> <li>• Enforcement on the use of empty buildings in the Borough.</li> <li>• Arriva and bus routes. A discussion with the Council.</li> <li>• Planning application for the Old Admiral building.</li> </ul> <p><b><u>Advertisements of Events</u></b></p> <ul style="list-style-type: none"> <li>• Peace Park coffee morning takes place; 28 November 2015, 10am till 1pm in the Pavillion.</li> <li>• St Thomas Church Christmas Fayre, in the meeting room, South Wigston to raise funds for Mapplethorpe Children`s Home. !0am till 1pm, November 21<sup>st</sup> 2015.</li> </ul>	
47.	<p><b><u>DATE OF THE NEXT MEETING</u></b></p> <p>Monday 14 March 2016, @ Council House, Council Chamber, Station Road, Wigston, LE18 2DR .Time 7.00pm .</p> <p>Residents are reminded that they may discuss issues of concern to them with Councillors and the Police in confidence between 6.30pm-7.pm (i.e. before the full meeting begins at 7.00pm).</p>	

**The meeting closed at 8.45pm**

**MINUTES OF A MEETING OF THE DEVELOPMENT CONTROL COMMITTEE HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON THURSDAY, 19 NOVEMBER 2015 COMMENCING AT 7.00 PM**

<b><u>IN ATTENDANCE:</u></b>		
Chair - Councillor L A Bentley Vice-Chair - Councillor Mrs L M Broadley		
<b><u>COUNCILLORS (12):</u></b>		
G A Boulter	D A Gamble	R E R Morris
F S Broadley	Mrs S Z Haq	T Barr
D M Carter	J Kaufman	Dr T K Khong
R F Eaton	Mrs H E Loydall	B Fahey
M H Charlesworth (Speaker) Miss M V Chamberlain (Speaker)		
<b><u>OFFICERS IN ATTENDANCE (3):</u></b>		
S J Ball	Mrs A E Court	C Forrett
<b><u>OTHERS IN ATTENDANCE (3):</u></b>		
B Rayner	Ms C Beverley	S Rahman

Min Ref.	Narrative	Officer Resp.
37.	<b><u>APOLOGIES FOR ABSENCE</u></b>  An apology for absence was received from Councillors G S Atwal and B Dave.	
38.	<b><u>DECLARATIONS OF SUBSTITUTIONS</u></b>  Councillor B Fahey substituted for Councillor B Dave.	
39.	<b><u>DECLARATIONS OF INTEREST</u></b>  Councillor R E R Morris declared that a family member lived in close proximity to the Cuisine of India restaurant and that he knew of and spoken to a number of objectors who are signatories to the Petition at agenda item 5 in respect of planning application number 15/000381/FUL.  Councillors L A Bentley and R F Eaton declared that they had met with a number of objectors in the recent weeks preceding the meeting in respect of planning application number 15/000381/FUL.  Councillor Mrs H E Loydall declared that there were Members present, herself included, who during their respective terms in the Office of Mayor for the Borough have had the opportunity to formally attend charity functions hosted at the Cuisine of India restaurant in respect of planning application number 15/000381/FUL.	

	All the aforementioned Members and Members otherwise concerned stated that their interests were non-pecuniary and they attended the meeting with a non-prejudicial and open mind.	
<b>40.</b>	<p><b><u>MINUTES OF THE PREVIOUS MEETING HELD ON 22 OCTOBER 2015</u></b></p> <p><b>RESOLVED THAT:</b></p> <p>The minutes of the previous meeting of the Committee held on 22 September 2015 be taken as read, confirmed and signed.</p>	
<b>41.</b>	<p><b><u>PETITIONS AND DEPUTATIONS</u></b></p> <p>Two Petitions were received by the Committee objecting to planning application number 15/00381/FUL (Cuisine of India, Kelmars Avenue, Wigston, Leicestershire, LE18 3QW) as set out at agenda items 5a and 5b respectively (at pages 5 - 7).</p>	
<b>41A.</b>	<p><b><u>PETITION OBJECTING TO THE PLANNING APPLICATION 15/00381/FUL</u></b></p> <p>No local government elector of the Borough who was a signatory thereof presented nor spoke upon the Petition at agenda item 5a.</p>	
<b>41B.</b>	<p><b><u>PETITION OBJECTING TO THE PLANNING APPLICATION 15/00381/FUL</u></b></p> <p>Mr Syed Rahman, owner of the Cuisine of India restaurant, presented and spoke upon the Petition at agenda item 5b.</p> <p>Mr Rahman stated that significant concerns arose from the planning proposals as outlined (at pages 16 - 28) which would adversely impact on the running of his business, notably: the confinement and limiting of space for customers in the main restaurant seating and bar areas; the loss of restaurant amenity/utility-areas and respective smoking and green-outdoor areas; the reduction in customer car parking facilities; and the potential for congregations of people forming on Kelmars Avenue. He warned that the planning proposals, if granted, would result in the temporary and, or, permanent closure of the restaurant and would harm the vitality and viability of the local area and businesses therein and, as such, invited Members to refuse planning permission.</p>	
<b>42.</b>	<p><b><u>REPORT OF THE PLANNING CONTROL MANAGER</u></b></p> <p>The Committee gave consideration to the report and appendices (at pages 8 - 28) as delivered by the Planning Control Manager, together with the supplementary agenda update (at pages 1 - 2) as circulated at the meeting, which should be read together with these minutes as a composite document.</p> <p><b>1. Application No. 15/00275/FUL – 2 Bainbridge Road</b></p> <p>The Planning Control Manager summarised the proposals as detailed in the report (at pages 9 - 15) adding that since the submission of the original application, revisions have been made to remove an element from the</p>	

proposed garage extension and to reduce the roof size so to remain in-keeping with the street scene. He noted that the application was brought before this Committee due to the number of representations received as were summarised and set out in the report (at pages 10 - 11). He stated that the objections received were not material to warrant refusal of planning permission and that the application accorded with the relevant Supplementary Development and Local Plan policy documents.

Councillor Mrs H E Loydall enquired as to whether there was sufficient space for off-street parking commensurate to the size of the four-bedroom property. The Planning Control Manager stated that there was ample provision in this respect towards the front of the property as would be reasonably expected for such a residential dwelling.

Councillor G A Boulter enquired as to whether the size of the garden at the dwelling would satisfy planning and policy requirements subsequent to the erection of the proposed extension. The Planning Control Manager stated that the obtaining requirements would be satisfied.

The application was moved by Councillor J Kaufman and seconded by the Chair.

**RESOLVED THAT:**

The application be permitted subject to the conditions as outlined in the report (at pages 13 - 14).

<b>Votes For</b>	13
<b>Votes Against</b>	0
<b>Abstentions</b>	1

**2. Application No. 15/00381/FUL – Cuisine of India**

Councillor J Kaufman questioned whether it was advisable to consider the application before this meeting of the Committee in view of the Local Planning Authority's suggestion to re-consult in respect of the newly enlarged planning application site as outlined in the supplementary agenda update (at page 1).

The Planning Control Manager summarised the above-referenced amendment in the context of recent discussions held between the Highways Authority and the Applicant. He stated these had resulted in the inclusion of 15 car parking spaces not previously part of the application site on a shared-use basis and thus due to the site's enlargement, and in accordance with planning policy, required a further consultation of immediate neighbours. He stated that due to the nature of the amendment involving no physical works, and subject to Members' discretion, it would be reasonable to consider the application at this meeting of the Committee and, insofar as Member's being minded to either permit or refuse the application, to delegate authority to Planning Officers to return the application after a further consultation period subject to no further substantive revisions being received in relation to that amendment.

Councillor J Kaufman proposed that a further consultation be held before the application was to be brought before this Committee for consideration.



The Chair put the proposal before Members to resolve whether the application should either be deferred to a subsequent meeting of this Committee pending a further consultation or whether to proceed to consider the application before this meeting of the Committee.

**RESOLVED THAT:**

The application proceed to be considered before this meeting of the Committee.

<b>Votes For Deferment</b>	6
<b>Votes Against Deferment</b>	8
<b>Abstentions</b>	0

Mr Ben Rayner, Chartered Town Planner of Peter Brett Associates, spoke upon the application on behalf of the applicant NewRiver Retail. Mr Raynor stated that it was the applicant's preference to retain existing uses of the land owned. It was said that the application sought to provide an additional community facility upon the surplus land at the site therefore serving to better secure the long-term future of the restaurant in lieu of its loss through any possible conversion. Mr Raynor stated that the scheme fully accorded with both local and national planning policies in respect of an appropriate and sustainable site location designed to respect the area's character and maintain the established building-line along Kelmarsh Avenue. He stated that a number of revisions have been submitted to address, most notably, highway concerns. These included the internal relocation of the store's ATM and the applicant-funded Traffic Regulation Order (TRO) to discourage inconsiderate parking by patrons. The scheme was said to seek to minimise the impact upon neighbouring properties' amenities by increasing boundary distances and incorporating additional landscaping and acoustic fencing to reduce any discernible effect. Mr Raynor stated that the proposed store was located in a designated local centre area satisfying all relevant retail tests, adding that it would contribute to the community's economy insofar as retaining expenditure locally, creating 20+ jobs and attracting investment as well as diversifying consumer-choice and boosting demand.

Councillor Mrs H E Loydall sought a point of clarification from the spokesperson as to whether it was the applicant's intention to convert the restaurant should Members be minded not to permit the application. Mr Raynor advised that proposed scheme was the applicant's preferred use of the land as opposed to the restaurant's conversion.

Ms Christine Beverley, Retail Operations Director of Rippleglen Limited trading at 34-42 Kelmarsh Avenue, spoke upon the application as an objector. Ms Beverley stated that submissions had been circulated by Astill Planning Consultants on behalf of Rippleglen Limited to all Members in respect of planning and development aspects of the application. With reference to the applicant's planning statement describing the premises trading at the above address as a "newsagent", she advised that the premises was a 100 m<sup>2</sup> convenience store with 2,500+ product lines with news-related lines occupying 10% of the premises floor-space. She stated that the premises' trading partner Nisa offered a bespoke service including the daily-delivery of newspapers to 230 residences in the area and the stocking of product-lines based on consumer demand. Ms Beverley stated

that the proposed scheme, if permitted, could potential divert trade away a thriving store already serving the retail requirements of the local community and jeopardise 20 jobs primarily targeted to encourage young people into work. She further raised concerns as to the proposed scheme's wider impact upon the existing store's customer parking availability and the introduction of in-store Post Office services.

Mr Syed Rahman, owner of the Cuisine of India restaurant, spoke upon the application as an objector. With reference to the National Planning Policy Framework, Mr Rahman stated that a Retail Impact Assessment in respect of the proposed scheme's alleged harm to the vitality and viability of the local area warranted the refusal of planning permission. He further reiterated concerns in respect of the reduction in customer parking facilities, potential hazardous highway implications and delivery access arrangement and the adverse acoustic impact on neighbouring residential properties. With reference to the same Framework Policy, Mr Rahman opined that the outlined proposal was not sympathetic to the area's character and appearance. He surmised that a multiple outlet, such as the Co-operative Group ("the Co-op Group"), was surplus to local community's requirements and warned of the potential adverse economic impact such an outlet would engender in outstripping supply vis-a-vis demand.

Councillor M H Charlesworth, elected-Member for the Wigston All Saints ward, spoke upon the application. The Member stated that the proposed scheme provided no additional benefit to the local community and would potentially impact on the existing oft-frequented convenience store insofar as it had neither the size nor logistical capacity to compete with a multiple outlet. He raised concerns in respect of the Co-op Group's ethical and fair-trading policies and, with reference to the imminent closure of the Co-op Group's food outlet on Bell Street, Wigston, questioned the comparative levels of trade between the two sites. The Member asserted that the soon-to-be redundant Bell Street employees could not transfer to the proposed new store due to the Group's distinct subsidiary identities. He opined that vitality of the Cuisine of India, described as the centre of the community and hosting many charity fundraising functions, would be harmed due to the part-demolition of the restaurant amenity/utility-areas and reduction in customer parking facilities which, in addition to the provision of a store ATM, would create highway implications irrespective of any TRO and its probable lack of enforcement. He further raised concerns in respect of the proposed store's non-sympathic frontage design and the impact upon traffic congestion on Kelmarsh Avenue and Meadow Way. The Member invited the Committee to refuse planning permission citing the 1000+ objections lodged by local residents concerned about the material harm the proposal, if permitted, would cause.

Councillor Miss M V Chamberlain, elected-Member for the Wigston Meadowcourt ward, spoke upon the application. The Member stated that the high-level of public attendance at the Committee meeting was testament to the community's popular sentiment in strongly opposing the outlined proposal. She raised a concern in respect to the proposed scheme's potential endangerment to children's welfare in relation to the oft-used routes immediately surrounding the site connecting the school situated on Meadow Way and the footpath leading to Acorn Way. The Member stated that the local area was already amply served by a number of existing convenience stores nearby and that potential loss and/or relocation of the

Cuisine of India restaurant would harm the community. The Member further raised concerns in respect to the adverse acoustic impact on neighbouring residential properties and possible job losses at the existing convenience store on Kelmarsh Avenue.

The Planning Control Manager summarised the proposals as detailed in the report (at pages 16 - 28) and supplementary agenda update (at pages 1 - 2). He reported that the proposed scheme's location within a designated local centre area accorded with the principles of the National Planning Policy Framework and the Council's Adopted Core Strategy, adding that the proposal's design was of a similar small-scale and low-key outward appearance to that of the adjoining restaurant. The Planning Control Manager warned Members that the appropriate remit of the planning system did not extend to adjudication upon, among other things, competition grounds and therefore advised that any aforementioned objections raised in respect of the same would not properly constitute material planning considerations. With reference to the site's parking facility arrangements as detailed on the presentation, a reduction from 33 to 28 parking spaces was said to result in a net loss of five parking spaces and that the additional site use would inevitable increase traffic flow relative to the two business' respective operating hours and competing demands. It was reported that the Highway Authority was satisfied that there is sufficient parking arrangements to accommodate the above and that a TRO encompassing both carriageways on Kelmarsh Avenue and partly-extending to Meadow Way would allow for a free-flow of traffic. He stated that the intended planting equipment to the rear of the site was not of a noisy disposition and that the erection of acoustic fencing alongside the site's rear boundary would serve to deaden any excessive noise-levels. He reiterated that Members ought to ground their decision solely upon this application's merits and material planning considerations.

The Vice-Chair stated that she believed that the proposed scheme was being shoe-horned into an inadequate space and that the applicant's descriptor of the land as "surplus" was incorrect insofar as it served an existing use. She raised concerns as to proposal's impact on the vitality and viability of the local centre, the enforceability of any TRO and the inexpedient access of the site by heavy/light-goods vehicles (HGV/LGV's). The Member further enquired as to whether a TRO was to extend to both carriageways on Meadow Way. The Planning Control Manager advised that, subject to the on-site assessment of Highway Engineers, the TRO would be set 12m back on both carriage ways at Meadow Way to ensure the junction's clearing.

Councillor Mrs L M Broadley moved the application for refusal of planning permission.

Councillor D M Carter stated that proposed scheme's 300 m<sup>2</sup> footprint could not be aptly described as "small" in practical rather than planning terms. He opined that the scheme did not accord with the definition of a "local centre" as contained in the report (at page 17) insofar as the listed amenities already existed within the small catchment and that, if permitted, the Co-op Group's commercial impact would jeopardise the viability of the same. He rather noted that the 1000+ objections lodged defeated the notion of "servicing" a small, local catchment. The Member further sought clarification as to the number of parking spaces available on a shared-basis.

The Planning Control Manager confirmed a total number of 28 parking spaces were available with reference to the site-plan as detailed on the presentation.

The Member stated that the restaurant's capacity to provide 80-90 covers necessitated the approximate need of 24-45 parking spaces: it was said that, if reduced, this could create parking pressure points overflowing on to Kelmarsh Avenue and Meadow Way which would be inadequately addressed by a TRO, adding that the busy junction leading on from a blind-bend had the potential to cause fatal and non-fatal injury. He further cited the risks posed to users, most notably to children, of the footpath leading to Acorn Way as a result of tight vehicular access to the site.

Councillor D M Carter seconded the motion for the refusal of planning permission.

Councillor J Kaufman stated that he was of the opinion that the proposal amounted to an over-intensive use of the site, referring to existing difficulties experienced in respect of limited car parking facilities. For the aforementioned reasons, as outlined by Councillor D M Carter, he supported the motion for refusal of planning permission.

Councillor Mrs H E Loydall advised that Members ought to be minded to provide material planning reasons upon which to base any decision that could be justified upon any prospective appeal. With reference to the sequential test as referred to in Core Strategy Policy 2 in the report (at page 20), the Member was of the opinion that proposed scheme's 300 m<sup>2</sup> size would have a "significant adverse impact" and therefore should be refused in accordance with the same. It was also stated that the proposal did not constitute a "new small scale local shopping opportunity" as existing local amenities already fulfilled the "everyday needs of local people" (at page 21). She further stated that the sequential test's requirement to retain primary shopping amenities in the primary town centre had failed to be met in regard to the proposed scheme's location. The Member further raised three highway concerns in respect of: the site's ill-positioning on a junction entertaining potential hazards already aforementioned; the inexpedient access of the site by HGV/LGV's; and the possible two-year implementation and subsequent unenforceability of the TRO. Upon those considerations, the Member stated that the application should be refused planning permission.

Councillor T Barr echoed the advice given by Councillor Mrs H E Loydall, adding that the proposed scheme was neither necessary to nor wanted by local residents whose wishes ought to be respected. It was said there was a good social amenity already offered in the area and that the reputation of the Cuisine of India proceeded itself. The Member stated that he supported the motion for refusal of planning permission.

Councillor R F Eaton raised a concern as to the acute access to the site by HGV/LGV's citing his experience as a Class 1 Driver Category C+E licence holder. He also sought clarification as to the nature of the restaurant's amenity/utility-areas proposed for demolition. With reference to the site-plan as detailed on the presentation, the Planning Control Manager identified the approximate 12 m<sup>2</sup> affected, including: an open-yard/outdoor area, staff W/C

and ancillary storage areas (or parts thereof).

The Chair asked if the proposed building's position would preclude any overlooking from Kelmarsh Avenue. He also raised a concern in respect of the development's creation of a narrow-access and unlit cul-de-sac to the rear of the site, further enquiring into the implications for anti-social behaviour and what mitigating measures could be taken. The Planning Control Manager advised any views from Kelmarsh Avenue would be restricted by the proposed building. Mitigation measures were said to potentially include the installation of CCTV achieved via a planning condition, if necessary. It was advised that on balance, the creation of a cul-de-sac did not give rise to security or access concerns.

The Chair sought the Planning Control Manager's considered opinion upon the remoteness of the car park in relation to the front of/entrance to the proposed store and the safety concerns implied therein. The Planning Control Manager advised that although this aspect of the application was not ideal, it was nevertheless sufficient and did not consider the arrangement to be unsafe.

Councillor D A Gamble sought clarification as to whether the sequential test as referred to in Core Strategy Policy 2 and mentioned by Councillor Mrs H E Loydall provided proper grounds for refusal of planning permission. The Chair advised that the reasons for refusal would be summarised by Councillor Mrs L M Broadley.

Councillor G A Boulter reiterated the need for a decision to be made on material planning grounds. The Member reaffirmed the concerns in respect of: access of the site by HGV/LGV's; the remoteness of the car park from the proposed store's entrance; the over-intensive use of the site with reference to Core Strategy Policy 2; and the limited availability of customer parking facilities. He further stated that it was not advisable to proceed upon highway grounds if Members were minded to refuse the application planning permission.

Councillor Mrs H E Loydall stated that the remoteness of the car park may further still encourage patrons to park inconsiderately at the front the proposed store.

The Planning Control Manager affirmed that there was no through access route to the car park between the Cuisine of India and the proposed building.

In earlier moving the application for refusal of planning permission, Councillor Mrs L M Broadley summarised the reasons for refusal of planning permission as follows:

1. The proposal would engender a number of highway safety concerns;
2. The proposal would result in the overdevelopment of the site and loss of open space around the existing building;
3. The proposed retail use would harm the vitality and viability of Wigston town centre and the Kelmarsh Avenue local centre;
4. The development would result in an area to the rear of the development which would have potential to encourage anti-social behaviour as a result of the lack of overlooking of this area;

5. the route and manoeuvring required for delivery vehicles required to service the development is inadequate, would lead to undue disturbance to the residents to the north of the site, and would lead to conflicts between cars and delivery vehicles or would encourage delivery vehicles to unload from the adopted highway;

In earlier seconding the application for refusal of planning permission, Councillor D M Carter agreed with the aforesaid reasons in terms of their cumulative impact.

The Planning Control Manager reminded Members that refusal of planning permission should only be given if material planning concerns or considerations cannot be mitigated by way of a planning condition or an agreement pursuant to the Town and Country Planning Act 1990, Section 106. In respect of highways, he advised that such a unilateral undertaking would realise the implementation of the TRO fully addressing any concerns. It was advised that any resistance to a proposal under the Policy Framework should only be warranted if a severe impact to health and safety is apparent and this was not the judgement of the Highway Authority. He therefore strongly recommended that any highway considerations be excluded from the grounds for refusal. In respect of over-intensive use/development of the land, he stated that the building sat within the confines of the existing site with no adverse street impact: however, the impact of limited car parking facilities was to be considered under this heading. It was said the area surrounding the restaurant was not designated as an "open-space" in accordance with the Council's planning policies. In respect of the sequential test as adopted in Core Strategy Policy 2, it was advised that the size of the proposed store in planning terms was "small" and therefore below the retail assessment threshold: as such, it was said that no requirement for a sequential test existed and that parts of Core Strategy Policy 2 were not applicable. It was restated that scheme's location within a designated local centre area and retail impact fully accorded with the principles of the National Planning Policy Framework and the Council's adopted Core Strategy and that any reasons based on competitions grounds, in respect of the impact upon vitality and viability, ought to be excluded from Members' considerations. In respect of anti-social behaviour, he advised that no antecedents of the same were noted and that mitigating measure may be adopted as a planning condition. In respect of site accessibility, with reference to the technical tracking plan as detailed on the presentation, it was reported that access to the site by a 10m HGV rigid vehicle was possible in a forward gear albeit being a tight manoeuvre or series of manoeuvres. In respect of car parking facilities, it was said that in the absence of any serious highways safety concerns there was no planning reason to seek refusal on that ground.

The Planning Control Manager reiterated that Members ought to ground their decision solely upon this application's merits.

Councillor Mrs S Z Haq sought clarification as to whether the sequential test as adopted in Core Strategy Policy 2 (at page 20) simply applied in principle to "new retail developments" irrespective of size. The Planning Control Manager advised that this aspect could not be examined in isolation and that reference to the National Planning Policy Framework makes clear that size is a relevant consideration.

Councillor G A Boulter questioned whether the proposed scheme's design was sympathetic to the street-scene and if it sought to depart from open-space corners (without screening) that were characteristic of the area. The Planning Control Manager advised that the proposal was for a lower-profile building with an away-sloping roof of a brick and tile appearance mirroring that of the adjoining restaurant in relation to style, materials and palette. It was said that the building on an open-space corner would have some impact to the area's character however may not necessarily be considered as "adverse" vis-a-vis a mere "change".

Councillor Mrs L M Broadley added the following reason for refusal of planning permission:

6. The building will have an adverse impact on the street-scene by reason of its siting on a prominent corner with no screening.

Councillor Mrs L M Broadley withdrew the reason that the proposal would engender a number of highway safety concerns (at 1 above) for refusal of planning permission.

Councillor D M Carter agreed with the aforesaid addition and withdrawal of reasons.

Councillor Mrs H E Loydall requested that should Members be minded to permit the application, that the store's trading hours (at page 21) for Sunday and Bank Holidays be revised back so as to not further disadvantage neighbouring residents.

**RESOLVED THAT:**

The application be refused planning permission for the aforementioned reasons.

<b>Votes For</b>	12
<b>Votes Against</b>	1
<b>Abstentions</b>	1

**THE MEETING CLOSED AT 9.02 PM**



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**CHAIR**  
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**THURSDAY, 21 JANUARY 2016**  
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**MINUTES OF THE GREENING OF THE BOROUGH WORKING GROUP  
HELD ON MONDAY, 23 NOVEMBER 2015**

<p><b><u>IN ATTENDANCE:</u></b></p> <p>Members  D M Carter (Chair)  J W Boyce  F S Broadley  A Bond  S Morris  B Boulter</p> <p>Officers:  Nick Hague – Countryside Ranger</p>
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Min Ref	Narrative	Officer Resp
<b>49</b>	<p><b><u>APOLOGIES</u></b></p> <p>Councillors R Thakor  Anne Court  Carolyn Holmes  Brian Kew</p>	
<b>50</b>	<p><b><u>MINUTES</u></b></p> <p>Minutes of Previous Meeting on 23 September 2015 were agreed and signed as an accurate record of that meeting.</p>	
<b>51</b>	<p><b><u>MATTERS ARISING FROM PREVIOUS MINUTES</u></b></p> <p><b>Crow Mill:</b> A report on progress on the picnic shelter refurbishment and bench placement was requested for the next meeting.</p> <p><b>Cafe Update:</b> Councillor Boyce would seek an update for the next meeting.</p> <p><b>Tree Strategy:</b> Members asked that this should complement the local plan and be embedded into the council's policies in future. Members asked that the completed strategy be tabled at the next meeting.</p> <p><b>EDOS Papers:</b> Councillor Carter asked that a report be brought on the Borough Gateways to the next meeting.</p>	<p>MS</p> <p>AC</p> <p>BK</p>



	<p><b>Volunteer Development Project:</b> A discussion took place around the communication of the project. Achievements and progress reports were requested in line with Heritage Lottery Fund reports for future meetings.</p> <p>Members asked that an email be sent to all councillors who use social media to improve the number of 'likes' for the project Facebook page.</p> <p>Members asked that a Twitter Page be created for Greening the Borough.</p> <p><b>South Wigston:</b> Members asked that the volunteer project carried out targeted marketing for South Wigston, to separate it from the Brocks Hill brand.</p> <p><b>Wigston:</b> Members raised that the Master Gardeners project at Elizabeth Court and Boulter Crescent has waned in activity leaving unpicked food crops. Councillor Carter said he would liaise with Alison McGrath.</p> <p><b>Oadby:</b> Councillor Carter feed back to the group that Pride of the Borough has launched their 'Take Pride' project. This is being rolled out to local Secondary schools and the community. Primary schools will follow in the following months.</p>	NH
52.	<p><b><u>GREENING OF THE BOROUGH MAJOR PROJECTS REPORT – AGENDA ITEM 4</u></b></p> <p>The report was accepted by working group with no additional comments.</p>	
53	<p><b><u>VOLUNTEERING UPDATE - AGENDA ITEM 5</u></b></p> <p>b) A discussion around Corporate Social Responsibility took place.</p> <p>c) Members asked that the volunteering statistics titles be amended to show Wednesday volunteers and other week day volunteers.</p> <p>d) The working group asked that the Volunteering Policy and Procedure be removed from the agenda until a later date.</p>	NH
54	<p><b><u>SUSTAINABLE PLANNING IN THE NEW LOCAL PLAN - AGENDA ITEM 6</u></b></p> <p>Members requested that trees be specifically mentioned within the sustainable plan, as this is a key priority for the</p>	

	<p>council.</p> <p>Members raised that whilst woodlands are important it would be hard to plant new woodlands in the borough. It was thought that planting small numbers of up to 40 trees would be more acceptable within the borough.</p> <p>Councillor Boulter raised the issue of impermeable drive ways currently being specified within the Borough and asked if alternative permeable drive ways could be encouraged within planning applications. Councillor Boyce said he would take it up with Adrian Thorpe through the Place Shaping group.</p>	
<b>55</b>	<p><b><u>CEDAR TREE STUMP AGENDA ITEM 8</u></b></p> <p>A discussion took place around the funding and options listed within the paper.</p> <p>Members recognised that funding for the project had been previously agreed.</p> <p>Option four was rejected as members felt that the stump was unsuitable.</p> <p>Option one was chosen as the preferred route by members.</p> <p>Members asked that officers obtain updated quotes for the stump to be fully carved using the owl as depicted from the councils crest.</p> <p>Members requested that these new quotes be tabled to PFD committee prior to the new financial year. It was envisaged that this project would commence after the 5 April 2016.</p>	AC/CH
<b>57</b>	<p><b><u>ANY OTHER BUSINESS – AGENDA ITEM 9</u></b></p> <p>None.</p>	
<b>58</b>	<p><b><u>DATE OF NEXT MEETING</u></b></p> <p>Tuesday, 16 February 2016 at 18:30 in the Committee Room, Council Offices.</p>	

# Agenda Item 16f

MINUTES OF A MEETING OF THE COMMUNITY ENGAGEMENT FORUM  
HELD AT COUNCIL OFFICES, WIGSTON ON THURSDAY 10<sup>th</sup> DECEMBER 2015  
COMMENCING AT 7.00 PM.

IN ATTENDANCE:

Chair: J Kaufman

Councillor: S. Morris

Officers in Attendance: V Quintyne

**Others in attendance:** The Race Equality Centre (Tahera Khan), Oadby & Wigston Muslim Association (Iqbal Noor Mohammad), Oadby & Wigston Muslim Association (T, Maseerer), Dialogue Society (Fatima Nursima Arsan), Dialogue Society (Arzu Yilmaz), Helping Hands (Lesley Thornton), Prevent Officer, (Mark Wilson) B. Gohil (Volunteer), Oadby and Wigston Hindu Community Association; (Vinod Ghadiali), Rev'd Gillian Gamble from Oadby Parish.

Min Ref	Narrative	Officer Responsible
1.	<b><u>APOLOGIES</u></b> Apologies were received from: L.Kaufman (Volunteer), HE Loydall (Senior Citizens' Group).	
2.	<b><u>MINUTES OF THE PREVIOUS MEETING.</u></b>  The minutes of September 30 <sup>th</sup> 2015 were received and approved.	
3	<b><u>REVIEW OF THE EQUALITY AND DIVERSITY AGENDA</u></b>  The Equality and Diversity Agenda work plan is being progressed. It is available to download from the Council web site at: <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>  This Agenda is the Council's framework for working with community groups and voluntary organisations to ensure its: policies, plans, strategies, projects and functions are fit for purpose, specially as they relate to the most vulnerable people in the borough.  3a Equality and Diversity Workshops and Equality Assessment Workshops dates are being identified. Invitees will principally be staff and	

<p>Council Members.</p> <p><b><u>CELEBRATING DIVERSITY CALENDAR – LUNCHTIME AND EVENING SEMINARS</u></b></p> <p>The draft calendar listing celebratory events was discussed. Colleagues were requested to provide relevant information on key dates they wished to see added to it.</p> <p>The focus of the calendar listing is to mark key festivals, events and union days which reflect the local diversity of Oadby and Wigston. This is in order to promote shared learning, knowledge and community cohesion.</p> <p>The first starter event marked National Mental Health Day in October. It took place; Thursday 15<sup>th</sup> October 2015. At 12 Noon and lasted just over an hour.</p> <p>The lunchtime seminar was facilitated by Leicestershire and Rutland Suicide Prevention Partnership. The focus of the seminars was on celebrating good mental health, underscored by the Mental Health Day theme of “Dignity”. The seminar was attended by 12 people. A mix of staff and people resident in the borough.</p> <p>The seminar was used to help people identify strategies for managing depression, anxiety and issues of suicide, coping strategies, including finding help, advice and support. Overall it was very well received and feedback suggested that sessions should run for at least two hours.</p> <p><b><u>ACTION: 1</u></b></p> <p>Check with Iqbal NoorMahamad the key celebratory dates in the Islamic Calendar for addition to the Calendar.</p> <p><b><u>ACTION: 2</u></b></p> <p>Add Refugee Week in July 2016. This notes the arrival of new migrants to Oadby and Wigston.</p> <p><b><u>ACTION: 3</u></b></p> <p>Vinod Ghadiali is to confirm the correct dates for Holi in March 2016 and Navaratri and send them to VQ to insert into the Celebratory Awareness Days listing.</p>	<p>VQ Iqbal NoorMahamad</p> <p>VQ</p> <p>VQ Vinod Ghadialil</p>
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	<p><b><u>ACTION: 4</u></b></p> <p>Councillor Kaufman is to clarify the dates for Chanukah and Yom Kippur and send them to VQ to insert into the Celebratory Awareness Days listing.</p>	<p>Jeffrey Kaufman VQ</p>
4	<p><b><u>VISTA –Presentation</u></b></p> <p>Due to unforeseen circumstances VISTA had to proffer its apology for non attendance.</p> <p><b><u>ACTION :5</u></b></p> <p>Place VISTA as an agenda item on a future agenda.</p>	<p>VQ</p>
5.	<p><b><u>DIALOGUE SOCIETY</u></b></p> <p>Arzu Yilmaz presented information on the Dialogue Society and its work.</p> <p>The following issues to note from the presentation are::</p> <p>A new branch of the Dialogue Society has opened in Leicester.</p> <p>The Dialogue Society is about promoting tolerance.</p> <p>Dialogue is part of a movement inspired by Fettah. He is compared to Martin Luther King and Mahatma Gandhi.</p> <p>Dialogue`s agenda is to help work towards stopping wars and conflicts.</p> <p>A handout on the Dialogue Society was circulated. The organisation is a volunteer led one, works across faiths and cultures. It is playing a key role in countering radicalisation and extremism. It is based in Frog Island, 2 Swan Street, Leicester. It is a Turkish Cultural and Education Centre.</p> <p>Noah`s Pudding was explained. This Pudding and its ingredients represents unity and the Ark in terms of how people were required to get along with one another for survival.</p> <p>The Dialogue Society is to host a series of events as follows:</p> <p>21<sup>st</sup> October 2015 a discussion about Youth and what needs to be done to address terrorism and terrorist threats.</p> <p>17<sup>th</sup> November Interfaith Week will be celebrated .Noah`s pudding will be distributed free in High cross shopping centre Leicester. Books about multi-culturalism will also be available.</p> <p>20<sup>th</sup> January 2016, The Dialogue Society is hosting a Holocaust Awareness Seminar in Leicester. The keynote speaker will be Dr Martin Stern.</p> <p>3<sup>rd</sup> February 2016 ,a presentation/ debate is to be held on Multiculturalism.</p>	

	<p>17<sup>th</sup> February 2016, a talk on Dementia  11<sup>th</sup> March 2016 Sexuality and Gender.  On concluding the presentation the Chair thanked Arzu and extended an invitation to a future meeting.</p>	
<p>6.</p>	<p><b><u>WRAP (Workshop to Raise Awareness o PREVENT)United Kingdom Government Countering Radicalisation Strategy</u></b>  Mark Wilson Prevent Co-ordinator for Leicester and Leicestershire presented information on the PREVENT Strategy. 'PREVENT' is short for 'Preventing Violent Extremism'. The overall aim of <b>Prevent</b> is to stop people becoming terrorists or supporting violent extremism by raising awareness of the issues and supporting people who may be vulnerable.  The following issues to note from the presentation are:  An ice-breaker was used to address the perception/s as to what a radicalised extremist might look like</p> <p>Mark`s role is to deliver WRAP training to schools and groups in the Leicestershire region. He is promoting safeguarding through this work. There is a Programme called Channel within the WRAP This Programme directs people on how to safeguard vulnerable people and identifies work and agencies that can help with such issues.</p> <p>Hate Crime can be reported to the Police, or via a third party, or to a reporting centre such as a church, library or TREC (The Race Equality Centre) Leicester. Information on hate crime is monitored by a Hate Incident Monitoring Centre. There, they look for hotspots of issues. For example areas of tension where community engagement might be required. Councillors can be used as a third party for intervention contact. One to three percent of hate crime is reported nationally  There are currently 24 agencies awaiting his training</p> <p>Part of Mark`s role is to look at .the impact of the Extreme Far Right in Leicestershire. North west Leicestershire has a more extreme Far Right agenda.</p> <p>The heart of Prevent is about <b>Safeguarding</b> those who are susceptible to grooming leading to radicalisation through hate crime.  On concluding the presentation the Chair thanked Mark and extended an invitation to a future meeting.  Mark will soon be accessible via Twitter. His contacted details are as follows:  Mark Wilson : Prevent Officer  Leicestershire County Council  Supporting Leicestershire Families and Safer Communities  Children and Young People's Service  County Hall,  Glenfield</p>	

	<p>Leicester LE3 8RA Tel: 0116 305 0219 Email: <a href="mailto:Mark.A.Wilson@leics.gov.uk">Mark.A.Wilson@leics.gov.uk</a>. On concluding the presentation the Chair thanked Mark and extended an invitation to a future meeting.</p>	
7.	<p><b><u>ANY OTHER BUSINESS ITEMS RAISED</u></b> 5.a Oadby and Wigston Multi-Cultural Group This Group is to meet on 13<sup>th</sup> January 2016 at the Council Office, Station Road. Anyone interested in joining its committee please contact Councillor Kaufman at: <a href="mailto:Jeffrey.kaufman@oadby-wigston.gov.uk">Jeffrey.kaufman@oadby-wigston.gov.uk</a>.</p> <p>There is funding available to support a multi-cultural group in the Borough</p> <p>The Turkish Community will be hosting a breaking of bread event with others in Oadby and Wigston</p> <p>If tar Breakfast) is held every day at Oadby Community Centre with the sharing of food.</p> <p><b><u>DATE OF NEXT MEETING</u></b> The date for the next meeting is Tuesday March 15<sup>th</sup> 2016 at the Council Office, Council Chamber, Station Road, Wigston, LE18 2DR at 7pm.</p>	

The Meeting Closed at 8.30pm

**MINUTES OF A MEETING OF THE DEVELOPMENT CONTROL SUB-COMMITTEE  
(ENFORCEMENT) HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON  
MONDAY, 11 JANUARY 2016 COMMENCING AT 5.41 PM**

<b><u>IN ATTENDANCE:</u></b>		
Chair - Councillor L A Bentley		
<b>COUNCILLORS (1):</b>		
D M Carter		
<b>OFFICERS IN ATTENDANCE (3):</b>		
S J Ball	C Forrett	S Robshaw

Min Ref.	Narrative	Officer Resp.
20.	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>An apology for absence was received from Councillors Mrs L M Broadley, R E R Morris and Dr T K Khong.</p>	
21.	<p><b><u>APPOINTMENT OF SUBSTITUTES</u></b></p> <p>None.</p>	
22.	<p><b><u>DECLARATIONS OF INTEREST</u></b></p> <p>None.</p>	
23.	<p><b><u>MINUTES OF THE PREVIOUS MEETING HELD ON 09 NOVEMBER 2015</u></b></p> <p>That the minutes of the previous meeting of the Committee held on 09 November 2015 be taken as read, confirmed and signed.</p>	
24.	<p><b><u>PETITIONS AND DEPUTATIONS</u></b></p> <p>None.</p>	
25.	<p><b><u>FORMAL NOTICES SERVED</u></b></p> <p>The Sub-Committee gave consideration to formal notices requiring authorisation for service where a breach of planning control had not yet been resolved. These notices are set out in the report (at pages 5 - 9) as jointly-delivered by the Planning Control Manager and Corporate Enforcement Officer and should be read together with these minutes as a composite document.</p> <p>The Planning Control Manager and Corporate Enforcement Officer and gave verbal updates on those notices that had been served. It was reported that in respect of case no. 13/00043/UNAWKS, the original Enforcement Notice was defective (due to an omission of the named Conservation Area) and, as such, was withdrawn and subsequently re-issued. Members were further advised that in respect of case no. 14/00051/UNAUTU, a spot-visit of the site would be undertaken imminently and that, subject to the breach</p>	



	<p>being satisfactorily remedied, the case would be duly closed.</p> <p>The Chair requested an update in respect of case no. 13/00117/COND and enquired as to whether there was a reason(s) which justified keeping the case open. The Corporate Enforcement Officer reported that the appeal decision required the respondent to implement planning permission in respect of the extension's rendering. It was advised that only upon the breach's resolution or the building's removal would the case be duly closed.</p> <p>Councillor D M Carter requested an update in respect of case no. 12/00069/215. The Corporate Enforcement Officer reported that the respondent had taken action outside the parameters of the Section 215 Notice rendering enforcement action unenforceable. It was stated that advice was being sought from this Council's Legal Services as to the options available including the potential instigation of a prosecution.</p> <p>Councillor D M Carter requested an update in respect of case no. 14/00098/UNAWKS. The Corporate Enforcement Officer reported that the respondent had been recently informed of the Council's intention to prosecute.</p> <p><b>RESOLVED THAT:</b></p> <p>(i) The report be noted by Members; and  (ii) The following case be closed:-</p> <ul style="list-style-type: none"> <li>• 14/00029/UNAUTU</li> </ul>	
26.	<p><b><u>EXCLUSION OF PRESS AND PUBLIC</u></b></p> <p><b>RESOLVED THAT:</b></p> <p>The press and public be excluded from the remainder of the meeting in accordance with Section 100(A)(4) of the Local Government Act 1972 (Exempt Information) during consideration of the items below on the grounds that it involved the likely disclosure of exempt information, as defined in the respective paragraph(s) 1 and 2 of Part 1 of Schedule 12A of the Act and the public interest in maintaining the exempt items outweighs the public interest in disclosing the information.</p>	
27.	<p><b><u>FORMAL NOTICES TO BE SERVED</u></b></p> <p>The Sub-Committee gave consideration to formal notices to be served where a breach of planning control has not yet been resolved. These notices were set out in the restricted report as jointly-delivered by the Planning Control Manager and Corporate Enforcement Officer and should be read together with these minutes as a composite document.</p> <p><b>RESOLVED THAT:</b></p> <p>(i) The report be noted by Members; and  (ii) Case no. 15/00028/UNAWKS, subject to the notification of those Members representing the Oadby Brooks Hill Ward, be duly closed.</p>	
28.	<p><b><u>ITEMS FOR DISCUSSION</u></b></p>	

	<p>The Sub-Committee gave consideration to a number of cases which had been live for 90-days or more. These cases were set out in the restricted report as jointly-delivered by the Planning Control Manager and Corporate Enforcement Officer and should be read together with these minutes as a composite document.</p> <p>The Planning Control Manager and Corporate Enforcement Officer gave verbal updates on these cases and Members determined whether they could be closed as no further action was required, or whether unresolved matters warranted them being kept open beyond the 90-day period. Members agreed to close several enforcement cases which had now been resolved and, or, which did not warrant any further action.</p> <p><b>RESOLVED THAT:</b></p> <p>(i) The report be noted by Members;</p> <p>(ii) The following cases be closed:-</p> <ul style="list-style-type: none"> <li>• 15/00052/UNAUTU</li> <li>• 15/00056/UNAUTU</li> <li>• 15/00043/UNAWKS</li> <li>• 14/00182/CONENF</li> <li>• 14/00028/215</li> <li>• 15/00094/UNAUTU</li> </ul> <p>(iii) The following cases be closed by virtue of not being expedient to pursue enforcement action:-</p> <ul style="list-style-type: none"> <li>• 12/00148/UNAWKS</li> <li>• 13/00009/UNAWKS</li> </ul>	
29.	<p><b><u>LOW PRIORITY CASES</u></b></p> <p>The Sub-Committee noted the low priority cases where a breach of planning control had not yet been resolved.</p> <p><b>RESOLVED THAT:</b></p> <p>(i) The report be noted by Members; and</p> <p>(ii) The following cases be closed:-</p> <ul style="list-style-type: none"> <li>• 15/00103/UNAWKS</li> <li>• 15/00104/UNAWKS</li> </ul>	
30.	<p><b><u>CLOSED CASES</u></b></p> <p><b>RESOLVED THAT:</b></p> <p>The report be noted by Members.</p>	
31.	<p><b><u>REVIEW OF SUB-COMMITTEE FUNCTION</u></b></p> <p>The Chair enquired as to whether this Committee served a useful function - vis-a-vis a mere “management exercise” in duly discharging its terms of reference, most notably in respect of managing the backlog of enforcement</p>	<b>SR/TB</b>

	<p>cases and ensuring that obtaining ward Members were adequately furnished with enforcement-related information. He expressed particular concern in regard to the capacity of two or three Committee Members being able to resolve enforcement cases outside their own respective wards.</p> <p>The Planning Control Manager advised that the Committee did serve a useful purpose insofar as to expedite the addressing and progression of enforcement cases. It was noted that although progress has been achieved in this respect and that new enforcement cases were being dealt with more expediently, a backlog of enforcement cases did nevertheless still exist. He stated that it was important for the Development Control Committee to be given ample opportunity to gauge the performance of the Sub-Committee and recommended that closed enforcement cases be reported to the parent Committee on a quarterly, bi-annual or annual basis forthwith.</p> <p>The Chair suggested that a review be undertaken of this Committee's structure, appropriate remit and capacity to provide for wider-Member participation ahead of the new municipal year 2016/17. He requested that a report regarding the same be brought before the meeting of the Development Control Committee on 14 April 2016.</p>	
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**THE MEETING CLOSED AT 6.34 PM**



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**CHAIR**

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# Place Shaping Working Group Minutes Oadby and Wigston Borough Council Tuesday 12 January 2016

## **Councillors Present:**

Councillor JW Boyce (Chair)  
Councillor LA Bentley  
Councillor GA Boulter  
Councillor DM Carter  
Councillor L Darr  
Councillor J Kaufman  
Councillor SB Morris

## **Officers Present:**

Adrian Thorpe (Planning Policy and Regeneration Manager)  
Anne Court (Director of Services)  
Daniel Britton (Economic Regeneration Officer)  
Ed Morgan (Planning Policy Officer)  
Mark Hryniw (Town Centre Manager)

### **1. Apologies:**

1.1 None received.

### **2. Minutes and matters arising**

2.1 Councillor Boulter asked for an update on the progress of the Information Boards that are to be installed on Bell Street, Wigston. He requested that they are in place by June 2016, in time for an event he is involved with to commemorate an historical event in relation to the Victoria Cross.

2.2 Councillor Boyce requested that Adrian Thorpe draws a plan together over the next two weeks to ensure that all necessary snagging jobs on Bell Street are concluded well before June 2016.

### **3. Town Centre Managers Update**

3.1 Mark Hryniw updated Members on each of the three centres, covering a range of topics, including:

- Empty retail units
- Digital display screens
- Recent and forthcoming events
- Markets
- Festive lights

3.2 Overall, all three centres are performing well, although the number of empty units is starting to increase. Councillor Boyce requested that Mark Hryniw liaises with Finance Officers to understand what the regulations are for National Non-Domestic Rates (NNDR) for vacant

units in town centres and to consider how the Council can assist landlords in reducing the number of empty shops in the Borough's centres.

- 3.3 Also, the imminent loss of the Co-op from Bell Street, Wigston, as well as the associated traders including the Post Office, is a big loss. Mark Hryniw confirmed that the Officers are doing all that they can to liaise with the key stakeholders involved, in a bid to achieve the best outcome for the town centre.
- 3.4 Mark Hryniw advised Members that the digital display screens have been well received in both Oadby and Wigston. There have been numerous enquiries to advertise on them, and recently, an application was received with a local firm that will enable them to advertise for twelve months.
- 3.5 The monthly Farmer's Market in both Oadby and Wigston has proven to be successful for both towns in 2015. Unfortunately, Leicestershire Food Links will no longer be able to run these events in 2016-17, and an interim arrangement has been put in place. However, this provides the Council with an opportunity to consider its options going forward.
- 3.6 Councillor Boyce requested that a report should be taken to Place Shaping Member Working Group around September 2016. The report should set out what management arrangements are in place and what the costs of running the markets will be, as well as include a detailed breakdown of each element.
- 3.7 All Members agreed that the Festive Light Switch-On events in each centre were a success. In particular, the closure of Blaby Road in South Wigston saw a record number of people attend the Christmas Capers event.
- 3.8 Mark Hryniw presented on the successful elements and the outstanding issues that have emerged from this year's festive lights in each town. In response to the comments of Councillor S Morris, it was agreed to plot a plan of where the entire existing infrastructure supporting the lights is located in each town and to assess the quality of each electrical connection as part of the planning process for next year's festive lights.
- 3.9 Mark Hryniw agreed to work proactively over the coming months with the contractor that supports the Council in delivering the festive lights and to identify potential improvements that can be made. Once these have been identified, infrastructure and lighting plans for each town will be plotted, as well as procedures to monitor and respond to issues relating to the lights, more efficiently and effectively.
- 3.10 It was acknowledged that this year's extreme weather conditions throughout December and January did not help matters. There were a number of lights that failed that are still under warranty and therefore, they will be sent back to the manufacturer and will be replaced / repaired for 2016.

#### **4. Oadby Grange Country Park**

- 4.1 Anne Court verbally updated Members on the latest position regarding Oadby Grange Country Park. Members agreed that Officers need to do further work and to report back to a future meeting of Policy, Finance and Development Committee.

## **5. Local Plan Key Challenges Consultation**

- 5.1 Adrian Thorpe presented his report to Members, identifying a summary of the 'key challenges' that had been identified by stakeholders that submitted comments to the draft consultation document.
- 5.2 Looking forward to the next consultation period, the Council hopes to consult on the Preferred Options document in autumn 2016. However, Adrian Thorpe acknowledged that the Council's progress is likely to be dictated by the progress of the necessary strategic evidence base work that is needed to support and underpin each district's Local Plan.
- 5.3 Councillor Boyce updated Members on the latest position regarding the Strategic Housing Market Assessment (SHMA) Review, as well as the emerging Housing and Economic Development Needs Assessment (HEDNA). Due to the complexity of these pieces of work, as well as the requirement placed upon all districts under the Duty to Co-operate and the potential need for a new Memorandum of Understanding (MoU) to be agreed and signed, it is becoming increasingly likely that the Borough's Local Plan preparation will be delayed by the need for this strategically agreed position to be established.
- 5.4 Should everything go to plan, it is anticipated that the Council will be looking to adopt the new Local Plan by approximately February 2018. It is difficult to achieve adoption any sooner because of the need to ensure that the necessary strategic evidence base is in place first. Adrian Thorpe indicated that there was a risk to this approach because Government has advised all local authorities that should they not have an 'up to date' Plan by early 2017, government intervention is likely, as are implications including those local authorities being put into 'special measures'. However, Government has still not published any further information to define 'up to date'.
- 5.5 Members agreed that although the risks are of concern, the Council is in a strong position because it has an adopted Core Strategy (2010) and Town Centres Area Action Plan (2013) in place and that in order to accord with the Duty to Co-operate, the Council has little choice but to wait for the necessary strategic evidence base and associated work to be complete.
- 5.6 Adrian Thorpe summarised some of the 'key challenges' that have emerged from responses to the recent Local Plan consultation. One issue for the Council to consider is the future demand for cemetery and / or burial grounds in the Borough. Other than an existing allocation in Oadby, there has not been any suggestion for further sites to be allocated elsewhere in the Borough. Members agreed that it would be necessary for Officers to do some more work on this matter and to consider what existing and future demand there may be for this infrastructure in the Borough, as well as to explore options for how any demand may be met.
- 5.7 Adrian Thorpe acknowledged that more work will need to be done on this issue as the Local Plan emerges. He suggested that Officers would welcome input from Members should there be any land that they feel may be suitable for consideration.
- 5.8 Councillor Boyce also suggested that another key challenge for the new Local Plan is to ensure that Planning Policy and Development Management work collaboratively on the development of locally robust policies to ensure that they are able to deliver high quality design and construction in the future.

## **6. Leicester and Leicestershire Enterprise Partnership Sector Growth Plans**

- 6.1 Daniel Britton presented this report to Members and outlined details of the sector growth plans created in 2015 for the Leicester and Leicestershire Enterprise Partnership's eight priority sectors. He also outlined the emerging ninth sector growth plan for Sport, Health and Wellbeing.
- 6.2 Councillor Boyce updated Members on the latest progress of the development of a Combined Authority and explained that the Leicester and Leicestershire Enterprise Partnership (LLEP) will take responsibility for the delivery of a significant amount of strategic regeneration issues in the future.

## **7. Response to Government Consultation: Review of the Community Infrastructure Levy**

- 7.1 Ed Morgan presented his report to Members and explained that the deadline to submit the draft responses to the consultation is on Friday, 15 January 2016.
- 7.2 Members approved the content of the submission, although one minor amendment was suggested by Councillor Boulter.
- 7.3 Ed Morgan explained to Members that it is becoming increasingly difficult for local authorities to negotiate planning obligations as part of section 106 agreements due to the constraints placed upon them by the existing Community Infrastructure Levy Regulations.
- 7.4 However, unless there is to be a significant reversal of the Regulations, it is unlikely to become any easier for the Council and therefore, Officer's will be doing further work to explore what the best options to deliver new infrastructure to support growth in the Borough will be in the medium to long term.

## **8. National Planning Policy: Consultation on Proposed Changes**

- 8.1 Adrian Thorpe gave a verbal update to Members on the latest Government consultation that is taking place and highlighted the key issues that the Council needs to respond to, also in relation to the consultation on New Homes Bonus.

## **9. Date of Next Meeting**

- 9.1 Wednesday, 9 March 2016, 6:30pm, Committee Room.

**MINUTES OF A MEETING OF THE LICENSING AND REGULATORY COMMITTEE HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON THURSDAY, 14 JANUARY 2016 COMMENCING AT 7.00 PM**

<b><u>IN ATTENDANCE:</u></b>		
Chair - Councillor Mrs H E Loydall Vice-Chair - Councillor Miss M V Chamberlain		
<b>COUNCILLORS (10):</b>		
G S Atwal	M H Charlesworth	
G A Boulter	R F Eaton	K J Loydall
F S Broadley	B Fahey	R H Thakor
Ms K Chalk	J Kaufman	
<b>OFFICERS IN ATTENDANCE (3):</b>		
S J Ball	S Eyre	J Mortell

Min Ref.	Narrative	Officer Resp.
1.	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>An apology for absence was received from Councillors Mrs L M Broadley and Ms A R Bond.</p>	
2.	<p><b><u>APPOINTMENT OF SUBSTITUTES</u></b></p> <p>None.</p>	
3.	<p><b><u>DECLARATIONS OF INTEREST</u></b></p> <p>Councillor G S Atwal declared that he was a private hire vehicle (taxi) driver by profession licensed by Leicester City Council.</p>	
4.	<p><b><u>MINUTES OF THE PREVIOUS MEETING HELD ON 01 OCTOBER 2015</u></b></p> <p><b>RESOLVED THAT:</b></p> <p>The minutes of the previous meeting of the Committee held on 01 October 2015 be taken as read, confirmed and signed.</p>	
5.	<p><b><u>PETITIONS AND DEPUTATIONS</u></b></p> <p>None.</p>	
6.	<p><b><u>12-MONTH MOTOR INSURANCE CERTIFICATES CONSULTATION</u></b></p> <p>The Committee gave consideration to the report and appendices (at pages 6 - 9) as delivered by the Interim Licensing Team Leader which should be read together with these minutes as a composite document.</p> <p>The Interim Licensing Team Leader stated that at a meeting of this Committee on 22 July 2015, it was resolved by Members, in accordance</p>	



with Section 12 of the Taxi Licensing Policy (as adopted), that only 12-month motor insurance certificates (“certificates”) were to be accepted henceforth. It was reported that in response, it was the insurance companies’ intention to instigate judicial review proceedings challenging the resolution on the grounds that, amongst other things, the Council did not consult upon the same. Members were advised that it was this Council’s formal counter-response to therefore undertake a full consultation upon the subject-matter for a six-week period (as recommended at 2 at page 6). With reference to the draft consultation document at appendix 1 (at pages 8 - 9), it was stated that the document sought to invite comments from primarily three consultee-groups (viz. current hackney carriage/private hire vehicle licence holders, the police and insurance companies/brokers), the results of which would be brought back to the next meeting of this Committee on 07 April 2016. It was reiterated that it remained the position of the Council to seek to end operating a 7-day certificate arrangement for the reasons outlined in the draft consultation document at (a)-(c) (at page 8).

With reference to the draft consultation document at (a) and the heading marked ‘The Trade; respectively, the Chair proposed two amendments, namely that: **(i)** the added cost implication of the “administrative work” be itemised; and **(ii)** the practice of accepting 7-day certificates be so-described as creating an “extra administrative workload” due to the additional provision of time and personnel. The Chair further raised a concern regarding, and enquired as to, whether this Council, its licence holders and, or, Private Hire Operators (PHO) would be jointly-responsible in ensuring licensed vehicles are fully-compliant in respect to insurance.

The Interim Licensing Team Leader stated that the added cost implication would ultimately, and necessarily, have to be subsidised by the licence holder and that licence holders ought to be made aware of the same. He advised that although there was a duty incumbent upon this Council, as the Licensing Authority, to ensure its licensed vehicles are appropriately-insured, that responsibly is equally borne primarily by individual licence holders (as policyholders) and secondarily by PHO’s.

Councillor J Kaufman enquired as to what the adopted practice was by other local Licensing Authorities in Leicester/shire and, as such, whether a six-month motor insurance certificate option could be offered by way of compromise.

The Interim Licensing Team Leader advised that, as far to his knowledge, the majority of other local Licensing Authorities in Leicester/shire (including North West Leicester District Council) do accept a temporary cover note upon the understanding that a 12-month motor insurance certifies shall be provided. It was, however, reported that a small number of Licensing Authorities in Leicester/shire did accept 7-day certificates.

The Member stated that he was in favour of ceasing the practice of accepting 7-day certificates for the reasons outlined. He further enquired as to whether the insurance companies’ intention to instigate judicial review proceedings had hitherto incurred any cost to this Council in responding to the same.

The Interim Licensing Team Leader advised that a cost had been incurred.

Councillor G A Boulter proposed that those licence holders who were minded to opt for 7-day certificate ought to be charged a commensurately-higher rate inasmuch to reflect the extra administrative workload and added cost implication thereof. He emphasised that this additional financial burden should not fall on the taxpayers of this Borough for the effective purpose of subsidising the voluntary business activities of other individuals.

The Chair stated that approximately 10% of all current licence holders licensed by this Council were affected by the subject-matter in question and that, although the Member's aforementioned proposal could only be considered once the consultation had concluded, an itemised reference to the added cost implication would be nevertheless be explicitly made in the consultation document.

Councillor B Fahey enquired as to how long 7-day certificates have hitherto been accepted by this Council.

The Chair advised that the subject-matter in question came to her attention approximately 18-24 months ago to whom she had raised concerns (as similarly outlined in the draft consultation document at (a)-(c)) to the Licensing Officer in-post at that time. It was said that she had been assured by the then Officer that an approximate one or two licensed vehicles were affected and that an informal working-arrangement existed in respect of the licence holders. The Chair stated that the subject-matter again materialised upon that Officer's departure from this Council and that item was now before Members of this Committee for resolution.

The Licensing Officer sought to clarify that a vehicle licence is strictly issued upon the presentation to the Licensing Authority of a valid certificate of motor insurance (or temporary cover note) by the licence holder and, or, his chosen insurance provider.

Councillor B Fahey disagreed with the 7-day insurance operating practice of licence holders insofar as it is not an accepted practice afforded to ordinary policyholders.

Councillor M H Charlesworth reiterated that any licensing-regime should operate on a cost-recovery vis-a-vis a punitive basis. He further questioned the motives upon which insurance companies' intention to instigate judicial review proceedings was founded, suggesting that insurance brokers had a possible long-term financial interest in continuing to renew motor insurance certificates every seven days. If such was the case, the Member disapproved of motives and industry practices in terms of the unnecessary financial burden being placed on this Council to respond.

The Interim Licensing Team Leader advised that the insurance companies' intention to instigate judicial review proceedings was taken on its face value.

The Member enquired as to whether the consultation exercise would serve to mitigate against the prospect of judicial review proceedings being instigated.

The Interim Licensing Team Leader advised that such would be the anticipated outcome. He further reported that if all 153 current licence holders opted for a 7-day certificate, an approximate five minute data-entry

	<p>exercise per licensed vehicle would amount to an additional administrative burden of approximately 13 hours per week.</p> <p>Councillor K J Loydall expressed his discontent insofar the ongoing operational impact this subject-matter was having upon this Licensing Authority despite this Council's full compliance with the regulatory governance aspect(s) of the same most notable in respect of the scale of fees and charges. With reference to the draft consultation document, the Member sought to substitute the word 'accepts' with 'operates' so to more accurately denote the Licensing Authority's current practice.</p> <p>The Interim Licensing Team Leader advised Members that although the scale of fees and charges pursuant to inter alia the Licensing Act 2003 is prescribed, the scale of fees and charges in respect of the hackney carriage/private hire vehicle regime are variable.</p> <p>The Chair sought to clarify that the antecedents obtaining to the subject-matter in question did not involve or otherwise implicate any Officer in-post at neither the current time nor any Officer in attendance at this meeting of this Committee.</p> <p>The Interim Licensing Team Leader advised that if Members were minded to approve the six-week consultation exercise, that the draft consultation document would in addition be considered by the Council's department ahead of its circulation.</p> <p>The Chair stated that the consultation period would be held within the six-weeks between the time elapsing between this meeting and the next meeting of this Committee on 07 April 2016.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>(i) A six-week consultation period take place; and  (ii) The Committee support the consultation.</p>	
7.	<p><b><u>PRIVATE HIRE OPERATORS' LICENCE FEES UPDATE</u></b></p> <p>The Committee gave consideration to the report (at pages 10 - 11) as delivered by the Interim Licensing Team Leader which provided an update to the report as resolved by Members at the previous meeting of this Committee held on 01 October 2015. This should be read together with these minutes as a composite document.</p> <p>The Interim Licensing Team Leader reported that pursuant to the changes in legislation on 01 October 2015, a default obligation was incumbent upon this Council to now issue Private Hire Operator (PHO) and Combined Hackney Carriage/Private Hire (CHC/PH) driver licences for a valid licence period of five and three years, respectively, and that the effects of Deregulation Act 2015 ("the Act"), Section 10 afforded the discretionary option to Licensing Authorities to issue licences for a shorter licence period. It was reiterated that although no changes were proposed in respect of any existing fees for the default licence periods, a new and approved PHO fee structure was required in order to account for the shorter PHO license periods on a pro-rota basis as outlined in the report at 3 (at page 10).</p>	

As such, the Interim Licensing Team Leader reminded Members that the change in licence fees for a PHO licence was to be advertised in a local newspaper by way of Public Notice circulating in the area, and 28 days allowed from the date of the Notice for any objections to be received to the proposed fee ("the objection notice period"). The Public notice, dated 02 October 2015, was said to have been placed in the 08 October's edition of the Leicester Mercury. The objection notice period was therefore said to have commenced on 02 October and ended on the 06 November 2015. As previously resolved at (4) (Minute Reference 16 at page 4), the Interim Licensing Team Leader stated that if any objections were received, that the Chair, Vice-Chair and a third Member under delegated authority were to consider the same and decide upon whether to implement the original proposed fee, or implement a revised fee, within two months of the end of the objection period (i.e. by the 05 January 2015).

The Interim Licensing Team Leader further reported that a complaint had initially been received on 28 September 2015 (together with several similar e-mails thereafter) which formed the latter part of the report presently before Members. He advised that the complaint was currently being investigated by the Chief Executive, in conjunction with the Director of Services, as an escalation from a Level One to a Level Two Complaint in accordance with the Council's Compliments, Comments and Complaints Policy and Procedure ("the Complaints Policy") and that the complainant had been advised of the same. It was stated that despite numerous attempts inviting the complainant to speak to Officers in person and, or, to attend the Council Offices to discuss the concerns raised in his complaint, the complainant was neither forthcoming with any contact telephone details, nor has agreed to an appointment on terms acceptable to this Council and that no reply been received to an e-mail send to the complainant by the Interim Licensing Team Leader on the 17 December 2015.

The Interim Licensing Team Leader recommended as at 2b of the report (at page 10) that the approved PHO licence fee structure ought to be introduced as proposed and previously resolved at (1) (Minute Reference 16 at page 4) unless the Members of this Committee were minded to consider such a decision to be unsafe.

The Chair enquired as to however many PHO's were licensed in the Borough and, of those PHO's, if any objections were received by the same within the objection notice period.

The Interim Licensing Team Leader advised that there were approximately ten PHO's licensed in the Borough and that, of those licensed PHO's, no objections were received. He reiterated than only the one aforementioned complaint had initially been received on 28 September 2015 and, as such, was currently being dealt with as a Level Two Complaint in accordance with the Council's Complaints Policy.

The Chair stated that having not received any objections from the PHO's licensed in the Borough, and given the aforesaid complainant's reluctance to engage with Officers in a constructive dialogue, she moved the recommendation at 2b of the report for the approved PHO licence fee structure to be introduced as proposed.

Councillor M H Charlesworth opined that he considered there to be no

	<p>impropriety committed on the part of the aforesaid complainant insofar as expressing an opinion has formed part of a complaint that is currently being duly investigated. He stated that he agreed with the Chair's motion and that the item of business before this Committee was now one that ought to be dealt with expediently as was previously resolved by Members. The Member further sought clarification as to the grantable licence periods for PHO and CHC/RH driver licences.</p> <p>The Interim Licensing Team Leader reiterated that the default licence periods for PHO and CHC/PH driver licences were five and three years, respectively, and that the Act afforded the discretionary option to Licensing Authorities to issue licences for a shorter licence period upon the presentation of a reasonable business-case.</p> <p>Councillor K J Loydall seconded the recommendation at 2b of the report.</p> <p>Councillor G A Boulter enquired as to whether the regulatory governance aspect of the decision to introduce the approved PHO licence fee structure was satisfied.</p> <p>The Chair reiterated that the necessary regulatory governance requirement of the decision to introduce the approved PHO licence fee structure was already satisfied by virtue of Members' earlier resolution at (1) at the previous meeting of this Committee held on 01 October 2015 (Minute Reference 16 at page 4) and to which the Chief Executive and Director of Services were said to have given their support.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>The approved Private Hire Operator licence fee structure be introduced as proposed.</p>	
<p>8.</p>	<p><b><u>CHILD SEXUAL EXPLOITATION (VERBAL UPDATE)</u></b></p> <p>The Committee gave consideration to the verbal update as delivered by the Interim Licensing Team Leader.</p> <p>The Interim Licensing Team Leader reported that since the previous meeting of this Committee on 01 October 2015, there had been considerable movement on Child Sexual Exploitation (CSE) assessment briefings for hackney carriage and private hire vehicle drivers in Leicester/shire. It was said that the content of the proposed training and assessment package, as led by Leicester City Council, had been adopted by the majority of the other District and Borough Councils across the County. He advised that a matter for decision by this Council was whether the costs associated in delivering CSE assessment briefings was to be borne by the Council itself or by its licence holders: if the latter, it was advised that any changes to the Taxi Licensing Policy and Scale of Fees and Chagres would need to be resolved by Members, accordingly. He stated that he was at the present time unaware of the associated-costs of delivering the CSE assessment briefings in this Borough.</p> <p>The Chair requested that a report outlining the same be put before the next meeting of this Committee on 07 April 2016 for Members' consideration and resolution.</p>	

	<p>Councillor G A Boulter stated that provision within the Committee budget would need to be made as soon as possible, ahead of the imminent finalisation of the Council's Overall Draft Budget for 2016/17 due before a meeting of the Policy, Finance and Development Committee on 02 February 2016, in order for the scheme to be realised in the new municipal year.</p> <p>Councillor K J Loydall advised the Interim Licensing Team Leader to liaise with this Council's Community Safety and Tenancy Manager and, or, Licensing Officers at Leicester City Council in order to ascertain the associated-costs.</p> <p>The Chair stated that the other District and Borough Councils across the Country would be in similar budgetary-positions and working within the same timeframes.</p> <p><b>RESOLVED THAT:</b></p> <p>The verbal update be noted by Members.</p>	
<p><b>9.</b></p>	<p><b><u>MISCELLANEOUS LICENSING MATTERS (VERBAL UPDATE)</u></b></p> <p>The Committee gave consideration to the verbal update as delivered by the Interim Licensing Team Leader.</p> <p>The Interim Licensing Team Leader reported that the former Legal and Licensing Assistant had resigned her post as of the 01 December 2015 and that temporary cover was presently being provided by existing personnel from within the Council. It was said that a post for a Licensing Enforcement Officer was currently being advertised (the closing date for applications being 24 January) and that the permanent position of Licensing Team Leader was set to be advertised from week-commencing 18 January with a provisional start-date in April 2016.</p> <p>The Interim Licensing Team Leader reported that the Office for Low Emission Vehicles had extended the deadline for bids under the Ultra-Low Emission Vehicle Taxi Scheme to mid-February 2016 thus affording the appointed consultant more time to undertake more work in respect of the joint-bid (as resolved at a previous meeting of this Committee held on 01 October 2015). It was said that the consultant was confident in being able to delivery under the partnership bid.</p> <p>The Interim Licensing Team Leader reported that the reviewed Gambling Statement of Licensing Policy had been adopted at the meeting of the Council held on 08 December 2015 and subsequently published in the local newspaper and on the Council's website ahead of its enforcement commencing on 31 January 2016.</p> <p>The Interim Licensing Team Leader reported that recent changes in regulations effective as of 01 January 2016 have increased the limit of Temporary Event Notices (TEN's) a single premises is permitted to apply for from 12 to 15 occasions in a single calendar year.</p> <p>The Chair expressed her gratitude to the Interim Licensing Team Leader for the interim-cover provided to this Licensing Authority, alongside the</p>	

	Licensing Officer, and further commended the work of the former Legal and Licensing Assistant.	
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**THE MEETING CLOSED AT 7.55 PM**



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**CHAIR**

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**THURSDAY, 07 APRIL 2016**

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**MINUTES OF A MEETING OF THE CHANGE MANAGEMENT COMMITTEE HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON WEDNESDAY, 20 JANUARY 2016 COMMENCING AT 6.30 PM**

<b><u>IN ATTENDANCE:</u></b>		
Chair - Councillor M H Charlesworth		
<b>COUNCILLORS (7):</b>		
Mrs L M Broadley	B Fahey	
M L Darr	J Kaufman	Mrs S B Morris
B Dave	K J Loydall	
<b>OFFICERS IN ATTENDANCE (2):</b>		
M W L Hall	M Hone	

Min Ref.	Narrative	Officer Resp.
6.	<b><u>APOLOGIES FOR ABSENCE</u></b>  An apology for absence was received Councillor Dr T K Khong and the Director of Services, Mrs A E Court.	
7.	<b><u>APPOINTMENT OF SUBSTITUTES</u></b>  Councillor B Fahey substituted for Councillor Dr T K Khong.	
8.	<b><u>DECLARATIONS OF INTEREST</u></b>  None.	
9.	<b><u>PETITIONS AND DEPUTATIONS</u></b>  None.	
10.	<b><u>MEDIUM TERM STRATEGIC TRANSFORMATION - PRESENTATION BY SENIOR MANAGEMENT TEAM (SMT)</u></b>  The Chief Executive explained that the purpose of the meeting was to enable members to start to consider what their vision for the future of the Council could be and how they would want the Council to move forward in order to best achieve this and at the same time meet the future challenges that will it face. It was suggested that members may also wish to start to consider what processes they would like to see put in place which would assist the Council develop in the most positive way in order to meet their aspirations.  The Interim Chief Finance Officer explained that he had been through a similar process in some of the other Councils he had worked at and talked members through some of the measures they had taken in order to give members ideas of how it could be done.  The Interim Chief Finance Officer and The Chief Executive emphasised that	



it would be for councillors to agree how they wish this to work at O&WBC and that there was no blue print or pre set methodology for doing this.

The Interim Chief Finance Officer emphasised that the main challenge would be the diminishing financial support for the Council from central government and the uncertainty as to how council services will be funded in the future from a national perspective.

The Interim Chief Finance Officer explained that the main focus of addressing these funding issues would be to look at Council staffing, ICT, Assets and Procurement

The Chief Executive also highlighted that at the same time members should also give consideration to reviewing the Council's governance arrangements and their own roles and how they feel that that should be developed.

After The Interim Chief Finance Officer had finished his presentation members made the following points:

The terms of reference for the group need to reflect and incorporate this work

The Job Evaluation process will be critical to ensuring that the staffing structure is robust and comprehensive.

Members wanted to base any future decisions they make on evidence and agreed that the following information should be provided to assist them do this:-

- The detailed budget book;
- Staffing structures;
- List of discretionary and statutory services; and
- List of council assets.

Members also wanted to be in a position and have the information to be able to make any individual service decisions in the overall Council context. Analysis is required of Council activities between statutory and non-statutory services and the true cost of each service.

Members are keen for the council to invest in up skilling existing staff and making sure that both new and existing staff have the right attitude and positive outlook rather than just appoint on the basis of technical ability.

Members were pleased that the Council had made the decision to introduce the option whereby posts could to be advertised internally rather than automatically having to be externally advertised.

Members were very positive and complimentary about the achievements of the Council and the continued quality of front line service provision. Examples discussed were the new swimming pools, the new Customer Services Centre, continued free car parking and weekly collections etc.

Members felt that the transformation to the new customer services centre method of working was making the way in which member and resident enquiries and actions were being dealt much more consistent and professional which was welcomed.

Members felt that officers should use the Customer Services transformation

	<p>project methodology as a model to roll-out culture change and new ways of working, etc. since this led to a very successful outcome.</p> <p>Members did feel that some work still needed to be done in order to improve the members' enquiry system and to provide reassurance that decisions made by members at committee were being implemented.</p> <p><b>Actions</b></p> <p>(i) Terms of reference for the Committee need to be agreed that incorporate this work.</p> <p>(ii) Member should be provided with the following information:-</p> <ul style="list-style-type: none"> <li>• The detailed budget book</li> <li>• Staffing structures</li> <li>• List of discretionary and statutory services</li> <li>• List of council assets</li> </ul> <p>(iii) Members asked that The Interim Chief Finance Officer builds on his presentation and provides them with a draft proposal of how the transformation could work at O&amp;W for them to consider and adapt. This should include such elements as:-</p> <ul style="list-style-type: none"> <li>• The identification of what external professional support, if any, for the change management project is required;</li> <li>• Members recognise that additional training would be required in particular on evidenced-based decision making;</li> <li>• Ideas on how a joint staffing committee (JCC) could be set up and work in order to ensure any officer concerns can be discussed openly and resolved without the need to resort to formal processes and how to create a mechanism where ideas for improvement can be discussed;</li> <li>• A review the Council's constitution, scheme of delegation, financial regulations, staff policies, etc. to reflect any new ways of working; and</li> <li>• Improvements are required to the members' enquiry system and reassurance provided that decisions made by members at committee were being implemented.</li> </ul> <p>(iv) Members also asked officers to look at alternative income streams to help bridge the funding gap over the next few years.</p> <p>(v) Since the organisational cultural change is intended to drive down net costs, members want to gain a more in depth understanding of the Council's Medium Term Financial Strategy and the annual budget.</p> <p>(vi) Given the significant changes taking place in the organisation, Committee asked officers to make sure that staff would receive the organisational oversight they need to help them do their jobs.</p> <p>(vii) Members felt asset management was key to the success of new ways of working. Members were inclined to invest to earn a return or reduce costs, etc. rather than dispose to generate capital receipts.</p>	
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**THE MEETING CLOSED AT 8.30 PM**



CHAIR

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**MINUTES OF A MEETING OF THE POLICY, FINANCE AND DEVELOPMENT COMMITTEE  
HELD AT THE COUNCIL OFFICES, STATION ROAD, WIGSTON ON TUESDAY, 2  
FEBRUARY 2016 COMMENCING AT 7.00 PM**

<b><u>IN ATTENDANCE:</u></b>		
Chair - Councillor Mrs S B Morris Vice-Chair - Councillor D A Gamble		
<b>COUNCILLORS (11):</b>		
G S Atwal T Barr L A Bentley G A Boulter	J W Boyce M L Darr B Dave R F Eaton	B Fahey J Kaufman K J Loydall
<b>OFFICERS IN ATTENDANCE (3):</b>		
S J Ball	Mrs A E Court	M Hone
<b>OTHERS IN ATTENDANCE (1):</b>		
T Ridout		

<b>Min Ref.</b>	<b>Narrative</b>	<b>Officer Resp.</b>
<b>61.</b>	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>An apology for absence was received from Councillors R E R Morris and Mrs L Eaton.</p> <p>An announcement was made by the Chair informing Members of the recent passing of the late Denis 'Elwyn' Elliott who was known to this Council for his philanthropic work in trust for The Mayor's Charities.</p>	
<b>62.</b>	<p><b><u>APPOINTMENT OF SUBSTITUTES</u></b></p> <p>Councillor R F Eaton substituted for Councillor Mrs L Eaton.</p>	
<b>63.</b>	<p><b><u>DECLARATIONS OF INTEREST</u></b></p> <p>None.</p>	
<b>64.</b>	<p><b><u>MINUTES OF THE PREVIOUS MEETING HELD ON 27 OCTOBER 2015</u></b></p> <p><b>RESOLVED THAT:</b></p> <p>The minutes of the previous meeting of the Committee held on 27 October 2015 be taken as read, confirmed and signed.</p>	
<b>65.</b>	<p><b><u>ACTION LIST ARISING FROM THE MEETING HELD ON 27 OCTOBER 2015</u></b></p> <p>Councillor J W Boyce requested an update from Officers in respect of targets met in relation to the 'Actions to be Taken' (at page 12).</p>	

	<p>Interim Chief Financial Officer (Section 151 Officer) reported that ‘Minute Ref. 42 - Internal Audit Progress Report 2015/16’, ‘Minute Ref. 44 - Overall Budget Position - April to August 2015’ and ‘Minute Ref. 47 - Overall Budget Position - Resident Forum Budget Position and Allocation Requests’ had been duly actioned.</p> <p>The Director of Services reported that in respect of ‘Minute Ref. 57 - Social Media Policy’, a meeting with the Strategic and Creative Marketing Director at Big Sound Marketing Ltd had not been possible and, as such, the report would be brought before the next meeting of this Committee on 29 March 2016.</p> <p><b>RESOLVED THAT:</b></p> <p>The Action List be noted by Members.</p>	
66.	<p><b><u>PETITIONS AND DEPUTATIONS</u></b></p> <p>None.</p>	
67.	<p><b><u>INTERNAL AUDIT - PROGRESS REPORT 2015/16</u></b></p> <p>The Committee gave consideration to the report and appendices (at pages 13 - 36) as jointly-delivered by the Interim Chief Financial Officer (Section 151 Officer) and Chief Internal Auditor at CW Audit Services, Mr Tim Ridout, which should be read together with these minutes as a composite document.</p> <p>The Interim Chief Financial Officer stated that the Internal Audit Progress Report for 2015/16 (“the report”) confirmed the sound financial-standing of the Council citing that significant levels of assurance were received across the Council’s Council Tax, Benefits and Fraud Investigation service-areas. It was said that there were concerns over the ability of service-area managers to implement the report’s outstanding recommendations as agreed (at page 16 - 33). However, he assured Members that significant improvement would be made in this respect ahead of March 2016.</p> <p>The Chief Internal Auditor directed Members’ attention to particularly significant and noteworthy sections and paragraphs contained in the appendix (at pages 14 - 36). He reported that three reviews had been completed since the previous meeting of this Committee on 27 October 2015 (at page 15). He stated that each review had a positive outcome, and the attendant assurance given, that was reflective of a helpful Council workforce in delivering a good end-result. It was noted that although there were several high-risk/priority issues that were six-months overdue for implementation, most notably regarding Health and Safety (H&amp;S), updates had been received by managers and implementation dates have been revised accordingly. The Chief Internal Auditor stated that CW Audit Services would continue to work with the Senior Management Team (SMT) in order to realise the report’s full implementation.</p> <p>Councillor D Dave expressed his discontent with the comments and concerns raised by the Internal Auditors as contained in the report. With reference to ‘Health and Safety - Policy and Procedures’ (at page 17) citing</p>	

that 'the current policy does not fulfil the legal requirements', the Member noted the seriousness and longevity of the issue and enquired as to whether the Council was complying with H&S legislation.

The Director of Services / Monitoring Officer advised that an experienced, permanent Health and Safety Officer had been in-post since November 2015 who was in the process of drafting a new Health and Safety Policy due to be brought before the next meeting of this Committee on 29 March 2016. The Officer was said to have no serious concerns regarding the Council's current H&S Policy and was presently implementing a new Fire Safety Evacuation Process and completing Fire Safety Warden training.

The Chief Internal Auditor advised that discussions with SMT were being held on a monthly-basis to ascertain how best the Internal Audit Plans 2014/15 and 2015/16 were to be achieved as outlined in sections 5 and 6 of the report (at pages 34 – 26).

With reference to 'Health and Safety - Training and Awareness' (at page 18) citing the need to produce a 'documented training needs assessment' and that 'some training had been carried out', Councillor B Dave stated that the provision of immediate training was required. He enquired as to whether the Council had carried out any such assessment and what H&S training has been provided to which members of staff and elected-Members, its nature and when it was delivered.

The Chair advised that the provision of H&S training was an operational matter and, as such, the information requested by the Member could neither be presently given at this meeting nor in the level of detail requested.

Councillor J W Boyce acknowledged the concerns raised by Councillor B Dave. It was said that careful consideration was required in order to adequately address any non-conformities in the policy. The Member stated what it was reasonable to request a report as to the number staff and Members who have received training upon a particularly H&S subject over a defined time-period. The Member sought an assurance from Officers as to whether the Council was currently compliant with H&S legislation and, or, that it would be compliant within the preceding six-week period.

The Director of Services / Monitoring Officer confirmed that such a report would be provided to Members and sought to clarify that reference to 'the current policy [not fulfilling] legal requirements' was a management update. It was advised that a Health and Safety Working Group was currently being commissioned and tasked to address any policy non-conformities. She reported that none of the interim successive H&S Officers had expressed that this Council was at either at serious or immediate risk.

With reference to 'Void Property Management - Budgetary Control' (at page 21) citing the need to 'set and monitor the costs etc.', Councillor D Dave enquired as to why such void properties were not being monitored on a monthly-basis.

The Director of Services / Monitoring Officer referred Members to the 'Community Services Update' report addressing the subject-matter in question as delivered by the Interim Community Services Manager at a meeting of the Service Delivery Committee held on 19 January 2016. An

action arising from that meeting (i.e. an evaluation of voids) was said to provide a more detailed response to the Member's enquiry in due course.

Councillor J W Boyce acknowledged that although there were nine outstanding high-risk/priority issues, he directed Members' attention to the so-said importance of such an internal audit process. He stated that significant assurances were required to ensure that the matters in-hand were to be resolved by the next meeting of this Committee and, or, where that was not possible, that an action plan be devised addressing the long-term risks whilst taking into consideration reasonable output.

Councillor G A Boulter reiterated that the internal audit process was an investigatory tool used by the Council so to identify any problem-areas and to respond accordingly.

The Director of Services / Monitoring Officer added that access to the audit-recommendation tracking system had been granted to Heads of Service and/or Interim Managers (to whom the issues identified have been respectively assigned) so that the necessary management updates can be made ahead of the next meeting of this Committee.

With reference to 'Equalities - Equality Impact Assessment (EIA)' (at page 22) citing that EIA's were 'not being completed', Councillor D Dave enquired as to why EIA's had not been undertaken in respect of a number of new and, or, revised policies.

The Chair stated that no new policies had recently been received by this Committee and that of those policies that had been previously received, each were to her understanding accompanied by an EIA.

The Director of Services / Monitoring Officer sought to clarify that the response to the EIA recommendation (at page 22) was made by the Head of Corporate Resources approximately one-year previously (i.e. on the 31 March 2015). Subject to clarification, she stated that all policies received in recent months have had a completed EIA and that she would revert back to the Member in due course with a more conclusive answer. It was said that although it was the position of this Council to aspire to best practice in terms of EIA's, she advised that the legal requirements in respect of same had, to the best of her knowledge, been relaxed.

Councillor J W Boyce requested that a report be brought to the next meeting of this Committee on the 29 March 2016 outlining the conditions upon which an EIA is (or is not) required and that a set of relevant indicators (viz. applicable, not applicable) be appended to all reports, documents etc. henceforth so to provide for greater clarity upon the same.

The Chief Internal Auditor stated that the review in question was undertaken two-years ago and, as such, any response should have due regard to its obtaining context and perpetual-nature. He stated that any assurance given to could assume the form of a reconciliation process that would effectively sign-off the review as closed.

Councillor D Dave sought to refer an exempt item before Members' at a previous meeting of this Committee.

	<p>The Director of Services / Monitoring Officer advised the Member that the item so referred to was one raised under, and that remained subject to, exempt provisions as defined in the respective paragraph(s) of Part 1 of Schedule 12A of the Local Government Act 1972 (Exempt Information) and, as such, subject to the Chair discretion, could only be referred to if the Committee were to go into closed session.</p> <p>Councillor J W Boyce requested that the Committee go into a short recess.</p> <p>The Chair permitted the Member's request.</p> <p>The Committee went in to recess at 7:35 pm.</p> <p>The Committee came out of recess at 07:39 pm.</p> <p>Councillor J W Boyce moved the recommendation contained in the report.</p> <p><b>RESOLVED THAT:</b></p> <p>The content of the progress report for 2015/16 be noted by Members.</p> <table data-bbox="279 869 606 969"> <tr> <td><b>Votes For</b></td> <td>10</td> </tr> <tr> <td><b>Votes Against</b></td> <td>0</td> </tr> <tr> <td><b>Abstentions</b></td> <td>3</td> </tr> </table>	<b>Votes For</b>	10	<b>Votes Against</b>	0	<b>Abstentions</b>	3	
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<b>Votes Against</b>	0							
<b>Abstentions</b>	3							
<p><b>68.</b></p>	<p><b><u>EXTERNAL AUDIT - ANNUAL AUDIT LETTER 2014/15</u></b></p> <p>The Committee gave consideration to the report and appendices (at pages 37 - 46) as delivered by the Interim Chief Financial Officer (Section 151 Officer) which should be read together with these minutes as a composite document.</p> <p>The Interim Chief Financial Officer stated that the Annual Audit Letter for 2014/16 ("the Letter") prepared by external auditors KPMG confirmed the Council's positive achievements in comparative terms of value for money vis-a-vis the cost, quality and impact on the community of Council services. The Letter was reported to certify that all financial statements were carefully and properly prepared, attaching significant assurance to the accounts as a true and accurate record of the Council's expenditure and service-delivery. The Council was also said to have successfully submitted its statutorily-required Whole of Government Accounts Return to the Department for Communities and Local Government confirming the Council's robust financial management. The Interim Chief Financial Officer reported one concern in respect of the difficulties auditors experienced arising from delays in responding to requests for explanatory information which in turn incurred an additional cost of £7,016.00. He stated that discussions were held with Officers (in respect of the Closing Programme for 2015/16) to identify these issues and was confident that they would not re-occur in the future.</p> <p>Councillor J W Boyce moved the recommendation contained in the report.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <p>The content of the report be noted by Members.</p>							



69.

**OVERALL GENERAL FUND REVISED FINANCIAL POSITION 2015/16 AND DRAFT BUDGET 2016/17**

The Committee gave consideration to the report and appendices (at pages 47 - 63) as delivered by the Interim Chief Financial Officer (Section 151 Officer) which should be read together with these minutes as a composite document.

The Interim Chief Financial Officer directed Members' attention to particularly significant and noteworthy sections and paragraphs contained in the report (at pages 47 - 55) that would in turn be brought before the next meeting of the Council on 18 February 2016 for resolution, namely:

- 4.2** It was said that owing to the non-availability of the Council Tax Freeze Grant from 2016, an increase in Council Tax of the maximum rate of 1.99% (short of triggering a Local Council Tax Referendum) was to be proposed to Council. This increase was said to be in line with that of the other District and Borough Council's in Leicestershire, while the County Council was likely to approve an increase of 3.99% (including 2% which had to be spent on adult social care).
- 4.1** It was said that despite the aforesaid increase of 1.99%, local authorities were still likely to experience economic difficulties due to an increase in service-demands vis-a-vis a reduction in local governments' financial settlements that will see the phasing out of the Local Government Revenue Support Grant (RSG) by 2020. The implications for this Council was said to be a year-on-year reduction of approximately £400,000 per annum. He noted that the intended devolution of powers from central to local government by 2020 allowing local authorities to retain 100% of local business rates was unlikely to raise sufficient additional revenue to offset the loss of RSG because the Borough would not be able to stimulate sufficient economic growth commensurate to what is needed to offset the RSG revenue losses.
- 5.2.** It was reiterated that given the consequential impact on local government resourcing, the Council would need to reassess future-funding levels in line with the Council's strategic objectives and focus on the delivery of front-line services and to make these, and other service areas, more efficient as part of cost-consolidating exercise: the resolution by Council on the 08 December 2015 in respect of suspending parts of the HR Policy was cited as an example of means to deliver an approximate saving of between £120,000 - £150,000.
- 16.** It was said in view of the aforesaid budgetary-constraints, an amount of £145,000 to be applied from the Council's General Fund Reserves (GRF) was needed to bridge the financial gap. It was added that although the Council's GRF sat at a healthy c. £800,000, Members should be mindful that any sum borrowed from the same would not mitigate the need for this Council to find further savings.

The Interim Chief Financial Officer acknowledged the challenges ahead faced by this Council although stated that he was confident that the necessary efficiency-savings could be achieved in accordance with the proposals outlined in the report. He assured Members that given the government's recent announcement(s) as to the medium-term financial settlement for local authorities for the next five years, prudent and forward-

thinking plans could now be prepared and implemented in advance to provide for greater resilience in the years to ahead.

With reference to Appendix 1 - 'General Fund Budget Summary 2016/17' (at page 56), Councillor B Dave enquired as to whether the level of the Council's financial reserves in respect of Capital Financing was 10% of the Council's net-budget and whether this percentile represented the norm.

The Interim Chief Financial Officer advised that the increase in the same was a result of the Council's recent renewing of its refuse vehicles fleet, for which the borrowing costs would need to be carried for the next 6-7 years before a decrease is realised.

With reference to Appendix 5 - 'Movement Between Original and Revised Budget 2015/16' (at page 57), Councillor B Dave requested that the format in which the figures are presented be simplified to render the information more accessible. With reference to 'Council Reserves at 21 March 2016' (at page 62), the Member further enquired as to whether the GRF of +£1 million was included in the Reserve or was an addition.

The Interim Chief Financial Officer advised Appendix 5 outlined a list of reserves identified for special purposes, and that the approximate figure of £1 million was in effect unallocated. He stated that, in accordance with government guidelines, it was not advisable to have too-high reserves and therefore the application of £145,000 to help bridge the funding gap for 2016/17 was prudent.

With reference to Appendix 3 - 'Changes in Budget Between 2015/16 and 2016/17' (at page 59), Councillor B Dave enquired as to whether any risk analysis has been undertaken if the efficiency targets as outlined in the appendix cannot be met.

The Interim Chief Financial Officer advised the 'Stage 1' was currently being delivered and removed from the base-salary structure considering the normal turnover of staff. 'Stage 2' was said to be underway in respect of costs associated with agency, placement or contract workers. 'Stage 3' was said to be under current evaluation in respect of consolidating service-costs whilst retaining good service-delivery across front-line services. It was acknowledged that although the restructuring scheme outlined may not be possible before 01 April 2016, in order to manage the risks involved, the use of the Equilibrium Reserve could be used but upon the understanding and obligation that the Council repay any sum borrowed the following financial year: to do otherwise was said to expose the Council to the risk of service failure. The prudent course of action, therefore, reported to achieve restructuring aims was through natural wastage, the aversion of dislocating services and incurring redundancy costs.

Councillor J W Boyce opined that the Council's 25-year record of strong financial management would allow Members to deal with a difficult financial settlement and manage the delivery of a balanced budget.

Councillor J W Boyce moved the recommendations contained in the report.

**RESOLVED THAT:**

	<ul style="list-style-type: none"> <li>(i) The content of the progress report for 2015/16 be noted by Members;</li> <li>(ii) The overall revised General Fund revenues budget position for 2015/16 (Appendices 1 and 2) be approved;</li> <li>(iii) The overall draft General Fund revenue budget for 2016/17, subject of a further and full report to the Council on 18 February 2016 (Appendix 1 and 3), be recommend in principle to the Council;</li> <li>(iv) The overall draft Capital programme for 2016/17, subject of a further and full report to the Council on 18 February 2016 (Appendix 5), be recommend in principle to the Council and the forward programme to 2018/19 be noted by Members;</li> <li>(v) The use of reserves as outlined in Appendix 1 be approved; and</li> <li>(vi) The Council to remain in the Business Rate Pool for 2016/17 be agreed.</li> </ul> <p><b>Votes For</b>                    10  <b>Votes Against</b>                0  <b>Abstentions</b>                    3</p>	
70.	<p><b><u>DRAFT HRA BUDGET AND HOUSING CAPITAL PROGRAMME 2016/17</u></b></p> <p>The Committee gave consideration to the report (at pages 64 - 67) as delivered by the Interim Chief Financial Officer (Section 151 Officer) which should be read together with these minutes as a composite document.</p> <p>The Interim Chief Financial Officer summarised the update in respect of the progress made in implementing the Housing Revenue Account's (HRA) 30 year business plan, noting a number of changes to central government policy impacting on the HRA going forward. This was said to include, amongst other things outlined at paragraph 3.3 of the report (at page 64), a new social housing policy affecting the rent convergence mechanism by reducing rents by 1% per annum for the next four years with a move to return to rent convergence thereafter. Nonetheless, it was said that the Chartered Institute of Housing deemed the HRA Business Plan to be fully viable albeit marginally affected insofar the challenges faced by the Council to potentially invest less in housing-stock and to carry out maintenance works. The Interim Chief Financial Officer emphasised however that non-dwelling rents were not subject to the aforementioned regime and, as such, service charges and garage rents were to increase by CPI + 1% and that the same would be communicated to the Council's social tenants.</p> <p>The Chair moved the recommendations contained in the report.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <ul style="list-style-type: none"> <li>(i) A 1% rent decrease in dwellings rent as detailed in Section 4 of the report be recommended to the Council; and</li> <li>(ii) A 1.1% rent increase in service charges and garages rent as detailed in Section 5 of the report be recommended to the Council.</li> </ul>	
71.	<p><b><u>RESIDENT FORUM OUTTURN BUDGET POSITION AND ALLOCATION REQUESTS</u></b></p> <p>The Committee gave consideration to the report and appendices (at pages 68 - 72) as delivered by the Interim Chief Financial Officer (Section 151 Officer) which should be read together with these minutes as a composite</p>	

	<p>document.</p> <p>The Chair requested that the allocation request of £500 in favour of the Oadby and Wigston Civic Orchestra in support of its commemorative event in 2016 (as approved at a meeting of the South Wigston Residents' Forum held on 10 November 2015) be added to the 'Approved Spending' report at appendix 1 (at page 70).</p> <p>Councillor J W Boyce moved that the Interim Chief Financial Officer be granted delegated authority to add the aforementioned allocation request.</p> <p>The Chair moved the recommendations contained in the report.</p> <p><b>UNANIMOUSLY RESOLVED THAT:</b></p> <ul style="list-style-type: none"> <li>(i) The position of the Resident Forums' budget(s) be noted by Members;</li> <li>(ii) The allocation requested by the Resident Forums as set out be approved; and</li> <li>(iii) The Interim Chief Financial Officer be granted delegated authority to add an allocation request of £500 in favour of the Oadby and Wigston Civic Orchestra.</li> </ul>	
72.	<p><b><u>CUSTOMER SERVICES TRANSFORMATION</u></b></p> <p>The Committee gave consideration to the report (at pages 73 - 76) as delivered by the Director of Services which should be read together with these minutes as a composite document.</p> <p>The Director of Services reported that the statistics showing the number of full enquires fielded by the Customer Services Centre (CSC) had increased by 40% since its opening on 12 October 2015. A significant increase of 235% in turnaround times for quick enquires in like-for-like terms (between January 2015 - January 2016) was said to have been achieved owing to the added provision of additional self-service access points. It was said that the CSC had received overwhelming levels of positive feedback from service-users. This transformation was said to reinforce the Interim Chief Financial Officer's earlier comments insofar it was this Council's ongoing aspiration to continue to change the ways in which it operates to secure the best utilisation of resources to the betterment of the Borough's residents. The Director of Services advised the second phase of the transformation project was to commence imminently and was to deliver the several new scheme as outlined in the report at 3.6. (at page 74).</p> <p>The Director of Services stated that the overall transformation costs had already been factored-in: however, Members were asked to note at 3.6. of the report (at page 75) the potential of an added financial implication of £2,800 for the renewal of additional software licences should the TCA partnership fail to deliver within timeframes.</p> <p>The Director of Services sought to add to the report's recommendations that Members be minded to approve the £2,800 for the aforementioned reason.</p> <p>The Chair commended the positive outlook of the report and requested that a decision be taken to issue a press release in respect of the same.</p>	

	<p>Councillor J W Boyce commended the Council's achievements in being able to provide a new-and-improved service to the residents of the Borough on a cost-effective basis during austere economic times. He welcomed the report and again congratulated all those Officers involved in CSC transformation process.</p> <p>Councillor J W Boyce moved the recommendation contained in the report and the further recommendation to approve an additional amount of £2,800 in respect of the possible renewal additional software licences.</p> <p><b>UNANAMIOUSLY RESOLVED THAT:</b></p> <p>(i) The information provided with the report be noted by Members; and  (ii) An addition of £2,800 be approved in respect of the possible renewal additional software licences.</p>	
73.	<p><b><u>LOCAL DEVELOPMENT SCHEME (LDS)</u></b></p> <p>The Committee gave consideration to the report and appendices (at pages 77 - 105) as delivered by the Director of Services which should be read together with these minutes as a composite document.</p> <p>With reference to 'Regulation 19/20 Consultation (preferred options)' under the heading 'Timetable' in the appendix (at page 103), the Director of Services advised that this ought to read 'Regulation 18' and Local Development Scheme document shall be amended to such effect ahead of its full publication.</p> <p>The Chair moved the recommendation contained in the report.</p> <p><b>UNANAMIOUSLY RESOLVED THAT:</b></p> <p>The Local Development Scheme for publication be approved.</p>	
74.	<p><b><u>PUBLIC REALM WORKS WITHIN THE BOROUGH</u></b></p> <p>The Committee gave consideration to the report (at pages 106 - 107) as delivered by the Director of Services which should be read together with these minutes as a composite document.</p> <p>The Director of Services summarised the proposals in respect of the proposed Public Realm Improvements to Wigston and South Wigston town centres as outlined at paragraph(s) 3.1 - 3.8. in the report (at pages 106 – 107).</p> <p>The Chair moved the recommendation contained in the report.</p> <p><b>UNANAMIOUSLY RESOLVED THAT:</b></p> <p>The spending of approximately £11,000 - £13,500 on public realm improvements to Wigston town centre and the installation of a digital display screen in South Wigston town centre as detailed in this report to be funded from the remaining money in the Council's Public Realm Reserve be approved.</p>	

**THE MEETING CLOSED AT 8.18 PM**



**CHAIR**

**TUESDAY, 29 MARCH 2016**